



1992

Illinois Register

Rules of Governmental Agencies

Volume 16, Issue 2 — January 10, 1992

Pages 327-774

Administrative Code Div.
288 Centennial Bldg.
Springfield, IL 62756
(217) 782-9786

published by
George H. Ryan
Secretary of State

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INTRODUCTION

The Illinois Register is the official state document for publishing public notice of rulemaking activity by State governmental agencies. The table of contents is arranged categorically by rulemaking activity and alphabetically by agency within each category. Rulemaking activity consists of proposed or adopted new rules or amendments to or repealers of existing rules, including those by emergency or peremptory action.

The *Register* also contains Executive Orders and Proclamations issued by the Governor, notices of public information required by State statute, and activities (meeting agendas, Statements of Objection or Recommendation, etc.) of the Joint Committee on Administrative Rules (JCAR), a legislative oversight committee which monitors the rulemaking activities of State agencies. In addition, the *Register* contains a Cumulative Index listing alphabetically by agency the Parts (sets of rules) on which rulemaking activity has occurred in the current *Register* volume and a Sections Affected Index listing, by Title of the *Illinois Administrative Code*, each Section (including supplementary material) of a Part on which rulemaking activity has occurred in the current volume. Both indices are action coded and are designed to aid the public in monitoring rules.

The *Register* will serve as the update to the *Illinois Administrative Code*, a compilation of the rules of State agencies. The most recent edition of the *Code* along with the *Register* comprise the most current accounting of the State agencies' rules.

The *Illinois Register* is the property of the State of Illinois, granted by the authority of the Illinois Administrative Procedure Act (Ill. Rev. Stat. 1989, ch. 127, pars. 1001 et seq., as amended).

REGISTER PUBLICATION SCHEDULE 1991

Material Rec'd after 4:30 p.m. on:	And before 4:30 p.m. on:	Will be in Issue #:	Published on:	Material Rec'd after 4:30 p.m. on:	And before 4:30 p.m. on:	Will be in Issue #:	Published on:
Dec. 18, 1990	Dec. 24, 1990	1	Jan. 4, 1991	June 25, 1991	July 2, 1991	28	July 12, 1991
Dec. 24, 1990	Dec. 31, 1990	2	Jan. 11, 1991	July 2, 1991	July 9, 1991	29	July 19, 1991
Dec. 31, 1990	Jan. 8, 1991	3	Jan. 18, 1991	July 9, 1991	July 16, 1991	30	July 26, 1991
Jan. 8, 1991	Jan. 15, 1991	4	Jan. 25, 1991	July 16, 1991	July 23, 1991	31	Aug. 2, 1991
Jan. 15, 1991	Jan. 22, 1991	5	Feb. 1, 1991	July 23, 1991	July 30, 1991	32	Aug. 9, 1991
Jan. 22, 1991	Jan. 29, 1991	6	Feb. 8, 1991	July 30, 1991	Aug. 6, 1991	33	Aug. 16, 1991
Jan. 29, 1991	Feb. 5, 1991	7	Feb. 15, 1991	Aug. 6, 1991	Aug. 13, 1991	34	Aug. 23, 1991
Feb. 5, 1991	Feb. 11, 1991	8	Feb. 22, 1991	Aug. 13, 1991	Aug. 20, 1991	35	Aug. 30, 1991
Feb. 11, 1991	Feb. 19, 1991	9	Mar. 1, 1991	Aug. 20, 1991	Aug. 27, 1991	36	Sept. 6, 1991
Feb. 19, 1991	Feb. 26, 1991	10	Mar. 8, 1991	Aug. 27, 1991	Sept. 3, 1991	37	Sept. 13, 1991
Feb. 26, 1991	Mar. 5, 1991	11	Mar. 15, 1991	Sept. 3, 1991	Sept. 10, 1991	38	Sept. 20, 1991
Mar. 5, 1991	Mar. 12, 1991	12	Mar. 22, 1991	Sept. 10, 1991	Sept. 17, 1991	39	Sept. 27, 1991
Mar. 12, 1991	Mar. 19, 1991	13	Mar. 29, 1991	Sept. 17, 1991	Sept. 24, 1991	40	Oct. 4, 1991
Mar. 19, 1991	Mar. 26, 1991	14	Apr. 5, 1991	Sept. 24, 1991	Oct. 1, 1991	41	Oct. 11, 1991
Mar. 26, 1991	Apr. 2, 1991	15	Apr. 12, 1991	Oct. 1, 1991	Oct. 8, 1991	42	Oct. 18, 1991
Apr. 2, 1991	Apr. 9, 1991	16	Apr. 19, 1991	Oct. 8, 1991	Oct. 15, 1991	43	Oct. 25, 1991
Apr. 9, 1991	Apr. 16, 1991	17	Apr. 26, 1991	Oct. 15, 1991	Oct. 22, 1991	44	Nov. 1, 1991
Apr. 16, 1991	Apr. 23, 1991	18	May 3, 1991	Oct. 22, 1991	Oct. 29, 1991	45	Nov. 8, 1991
Apr. 23, 1991	Apr. 30, 1991	19	May 10, 1991	Oct. 29, 1991	Nov. 5, 1991	46	Nov. 15, 1991
Apr. 30, 1991	May 7, 1991	20	May 17, 1991	Nov. 5, 1991	Nov. 12, 1991	47	Nov. 22, 1991
May 7, 1991	May 14, 1991	21	May 24, 1991	Nov. 12, 1991	Nov. 19, 1991	48	Dec. 2, 1991 (Mon.)
May 14, 1991	May 21, 1991	22	May 31, 1991	Nov. 19, 1991	Nov. 26, 1991	49	Dec. 6, 1991
May 21, 1991	May 28, 1991	23	June 7, 1991	Nov. 26, 1991	Dec. 3, 1991	50	Dec. 13, 1991
May 28, 1991	June 4, 1991	24	June 14, 1991	Dec. 3, 1991	Dec. 10, 1991	51	Dec. 20, 1991
June 4, 1991	June 11, 1991	25	June 21, 1991	Dec. 10, 1991	Dec. 17, 1991	52	Dec. 27, 1991
June 11, 1991	June 18, 1991	26	June 28, 1991	Dec. 17, 1991	Dec. 24, 1991	1	Jan. 3, 1992
June 18, 1991	June 25, 1991	27	July 5, 1991	Dec. 24, 1991	Dec. 31, 1991	2	Jan. 10, 1992

Please note: When the Register deadline falls on a State holiday, the deadline becomes 4:30 p.m. on Monday (the day before).

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

- 1) Heading of the Part: Conditions of Employment
- 2) Code Citation: 80 Ill. Adm. Code 303
- 3) Section number:

	<u>Proposed Action:</u>
303.102	Amendment
303.115	New Section
303.125	Amendment
303.175	New Section
303.290	Amendment
303.385	New Section
- 4) Statutory Authority: Implementing and authorized by the Personnel Code (Ill. Rev. Stat. 1989, ch. 127, pars. 63b101, et seq.)
- 5) A Complete Description of the Subjects and Issues Involved:

The Department is amending the following sections in order to implement the provisions of the Public Acts listed:

303.102 Public Act 87-384 and Public Act 87-721
 303.115 Public Act 87-416
 303.125 Public Act 87-721
 303.175 Public Act 87-638
 303.290 Public Act 87-384 and Public Act 87-721
 303.385 Public Act 87-384

PA 87-384 provides that employing agencies must certify the employee's accrued leave amount in writing at the time the employee separates from State service.

PA 87-721 provides that employees who transfer from a Personnel Code position to a non-Code position may no longer cash in unused benefit time.

PA 87-416 provides that employees who are veterans may take two days with pay per year to visit a Veteran's hospital for examination of a military service connected disability.

PA 87-638 provides that State employees who are certified disaster service volunteers of the American Red Cross may be granted leave with pay for up to 20 working days in any 12 month period for Illinois disasters.

- 6) Will these proposed amendments replace an emergency rule currently in effect? No.
- 7) Does this rulemaking contain an automatic repeal date? No.
- 8) Do these proposed amendments contain incorporations by reference? No.

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

- 9) Are there any other proposed amendments pending on this Part? No.
- 10) Statement of Statewide Policy Objectives: Rulemaking does not affect units of local government.
- 11) Time, Place and Manner in which interested persons may comment on this proposed rulemaking: Interested persons may submit written comments within 45 days of the date of publication to:

Stephen W. Seiple
 720 Stratton Office Building
 Springfield, IL 62706
 (217)782-9669
- 12) Initial Regulatory Flexibility Analysis: Does not apply to small businesses.

The full text of the Proposed Amendments begins on the next page.

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE B: PERSONNEL RULES, PAY PLANS, AND
POSITION CLASSIFICATIONS
CHAPTER I: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

PART 303

CONDITIONS OF EMPLOYMENT

SUBPART A: GRIEVANCE PROCEDURE

Section	Definition of a Grievance
303.10	Procedure
303.20	Grievance Committee
303.30	Representation
303.45	

SUBPART B: LEAVE OF ABSENCE

Section	Sick Leave
303.90	Accumulation of Sick Leave
303.100	Payment in Lieu of Sick Leave
303.102	Reinstatement of Sick Leave
303.105	Advancement of Sick Leave
303.110	Veterans Hospital Leave
303.115	Leave for Personal Business
303.125	On-The-Job Injury -- Industrial Disease
303.135	Leaves of Absence Without Pay
303.140	Leave to Attend Union Conventions
303.142	Disability Leave
303.145	Family Responsibility Leave
303.148	Employee Rights After Leave
303.150	Failure to Return
303.153	Leave to Take Exempt Position
303.155	Military and Peace Corps Leave
303.160	Military Reserve Training and Emergency Call-Up
303.170	Leave for Military Physical Examinations
303.171	Disaster Service Leave With Pay
303.175	Attendance in Court
303.180	Authorized Holidays
303.190	Holiday Observance
303.200	Payment for Holidays
303.215	Holiday During Vacation
303.220	Eligibility for Holiday Pay
303.225	Vacation Eligibility
303.250	Prorated Vacation for Part-Time Employees
303.260	Vacation Schedule and Loss of Earned Vacation
303.270	Payment in Lieu of Vacation
303.290	Vacation Benefits on Death of Employee
303.295	

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

SUBPART C: WORK HOURS AND SCHEDULES

Section	Work Schedules
303.300	Emergency Shut-Down
303.310	Overtime
303.320	Overtime Payable Upon Death
303.330	Attendance Records
303.340	Notification of Absence
303.350	Review of Attendance Records
303.355	

SUBPART D: UNDATED OR INCOMPLETE FORMS

Section	Undated Forms
303.360	Incomplete Forms
303.370	

SUBPART E: EMPLOYEE SEPARATIONS

Section	Reason for Separation
303.380	Repayment of Benefit Time
303.385	

AUTHORITY: Implementing and authorized by the Personnel Code (Ill. Rev. Stat. 1989, ch. 127, par. 63b101 et seq.)

SOURCE: Filed May 29, 1975; amended at 3 Ill. Reg. 22, p. 78, effective June 1, 1979; amended at 3 Ill. Reg. 26, p. 199, effective July 1, 1979; emergency amendment at 3 Ill. Reg. 48, p. 188, effective January 1, 1980 for a maximum of 150 days; amended at 4 Ill. Reg. 11, p. 70, effective March 1, 1980; amended at 4 Ill. Reg. 15, p. 216, effective March 31, 1980; amended at 4 Ill. Reg. 22, p. 227, effective June 1, 1980; amended at 5 Ill. Reg. 8029, effective August 1, 1981; codified at 7 Ill. Reg. 13209; emergency amendment at 8 Ill. Reg. 329, effective January 1, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 7788, effective May 23, 1984; amended at 14 Ill. Reg. 3433, effective February 27, 1990; emergency amendment at 15 Ill. Reg. 5076, effective March 20, 1991, for a maximum of 150 days; emergency expired August 17, 1991; amended at 15 Ill. Reg. 5214, effective April 2, 1991; amended at 15 Ill. Reg. 14067, effective September 12, 1991; amended at 16 Ill. Reg. effective

Note: Statutory language is denoted by capital letters

Section 303.102 Payment in Lieu of Sick Leave

- a) Upon termination of employment for any reason, upon movement from a position subject to the Personnel Code to another state position not subject to the Code, or upon indeterminate layoff, an employee or the employee's estate is entitled to be paid for unused sick leave

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

which has accrued on or after January 1, 1984, provided the employee is not employed in another position in state service within 4 calendar days of such termination.

- b) For purposes of this Section, sick leave is deemed to be used by an employee in the same order it is granted, that is, the earliest accrued sick leave is liquidated first.
 - c) In order to determine the amount of sick leave to be paid upon termination of employment, the operating agency will:
 - 1) compute the number of sick leave days granted to the employee on and after January 1, 1984;
 - 2) compute the employee's sick leave balance at time of termination; and
 - 3) cause lump sum payment to be made for one half of the amount of sick leave in subsections (1) or (2) above, whichever is the lesser amount, multiplied by the daily salary rate.
 - d) The method of computing the hourly or daily salary rate for sick leave qualifying for lump sum payment upon termination of employment shall be in accordance with Section 310.520(a).
 - e) If an employee has a negative sick leave balance pursuant to Section 303.110 when employment is terminated, no payment shall be made to the employee and the uncoupled balance due is cancelled.
 - f) An employee who is reemployed, reinstated or recalled from indeterminate layoff and who received lump sum payment in lieu of unused sick days will have such days restored provided the employee repays upon return to active employment the gross amount paid by the State for the number of days to be so restored to the employee's sick leave account.
 - g) The payment provided by this Section shall not be allowed if the purpose of the separation from employment and any subsequent reemployment is for the purpose of obtaining such payment.
 - h) The accrued leave amount shall be certified in writing to the employee by the employing agency. This certification may be held by the employee or forwarded to the Retirement System.
- (Source: Amended at 16 Ill. Reg. _____, effective _____)

Section 303.115 Veterans Hospital Leave

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

AN EMPLOYEE WHO IS ALSO A VETERAN SHALL BE PERMITTED 2 DAYS WITH PAY PER YEAR TO VISIT A VETERANS HOSPITAL FOR EXAMINATION OF A MILITARY SERVICE-CONNECTED DISABILITY. THE 2 DAYS SHALL NOT BE CHARGED AGAINST ANY SICK LEAVE CURRENTLY AVAILABLE TO THE EMPLOYEE.

(Source: Added at 16 Ill. Reg. _____, effective _____)

Section 303.125 Leave for Personal Business

- a) All employees, excepting those in emergency, per diem or temporary status shall be permitted 3 personal days off each calendar year with pay. Such personal days may be used for such occurrences as observance of religious holidays, Christmas shopping, absence due to severe weather conditions, or for other similar personal reasons, but shall not be used to extend a holiday or annual leave except as permitted in advance by the operating agency through prior written approval. Employees entitled to receive such leave who enter service during the year shall be given credit for such leave at the rate of 1-2 day for each 2 months service for the calendar year in which hired. Such personal leave may not be used in increments of less than 2 hours at a time. Except for those emergency situations which preclude the making of prior arrangements, such days off shall be scheduled sufficiently in advance to be consistent with operating needs of the employer.

- b) Personal leave shall not accumulate from calendar year to calendar year; nor shall any employee be entitled to payment for unused personal leave upon separation from the service except as provided in Section 8c(2) of the Personnel Code. The accrued leave amount paid under this Section of the Personnel Code, shall be certified in writing to the employee by the employing agency. This certification may be held by the employee or forwarded to the Retirement System.

(Source: Amended at 16 Ill. Reg. _____, effective _____)

Section 303.175 Disaster Service Leave With Pay

Any employee, excepting those in temporary, emergency or per diem status, who is a certified disaster service volunteer of the American Red Cross may be granted leave with pay for up to 20 working days in any 12-month period for disasters within Illinois. The leave may be granted upon request of the American Red Cross and approval of the employee's agency. Disasters must be disasters designated at a Level III and above.

(Source: Added at 16 Ill. Reg. _____, effective _____)

Section 303.290 Payment in Lieu of Vacation

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

- a) Upon termination of employment by means of resignation, retirement, indeterminate layoff, or discharge, provided the employee is not employed in another position in state service within 4 calendar days of such termination, ~~or upon movement from a position-subject to the Personnel Code to a position not subject to the Personnel Code~~, an employee is entitled to be paid for any vacation earned but not taken or forfeited pursuant to Section 303.270, provided the employee has at least 6 months of continuous service since the latest date of appointment. No other payment in lieu of vacation shall be made except as provided by Section 303.295.
- b) The payment provided in subsection (a) above shall not be deemed to extend the effective date of termination by the number of days represented by said payment.
- c) The payment provided in subsection (a) above shall be computed by multiplying the number of days (hours) of accumulated vacation by the employee's daily (hourly) rate as determined in accordance with 80 Ill. Adm. Code 310.520(a).
- d) The payment provided by this Section shall not be allowed if the purpose of the separation from employment and any subsequent reemployment is for the purpose of obtaining such payment.
- e) The accrued leave amount shall be certified in writing to the employee by the employing agency. This certification may be held by the employee or forwarded to the Retirement System.

(Source: Amended at 16 Ill. Reg. _____, effective _____)

Section 303.385 Repayment of Benefit Time

An employee, who returns to employment in any capacity with the same agency within 30 days of termination of previous employment, must as a condition of employment repay the lump sum amount paid for accrued vacation, overtime and sick leave within 30 days after employment commences. The amount repaid shall be deposited into the fund from which the payment was made or the General Revenue Fund. Upon repayment, the leave time shall be credited to the account of the employee.

(Source: Added at 16 Ill. Reg. _____, effective _____)

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENT

- 1) Heading of the Part: General Provisions
- 2) Code Citation: 80 Ill. Adm. Code 304
- 3) Section number: 304.51
Proposed Action: New Section
- 4) Statutory Authority: Implementing and authorized by the Personnel Code (Ill. Rev. Stat. 1989, ch. 127, pars. 63b101, et seq.)
- 5) A Complete Description of the Subjects and Issues Involved:
The Department is amending this Part to implement the provisions of Public Act 87-384.
Under the provisions of this law, a State employee who moves from a position subject to the Personnel Code to a non-Code position or vice-versa, may no longer cash in unused benefit time. The time can only be credited in accordance with the Rules of the jurisdiction to which the State employee moved.
- 6) Will this proposed amendment replace an emergency rule currently in effect? No.
- 7) Does this rulemaking contain an automatic repeal date? No.
- 8) Does this proposed amendment contain incorporations by reference? No.
- 9) Are there any other proposed amendments pending on this Part? No.
- 10) Statement of Statewide Policy Objectives: Rulemaking does not affect units of local government.
- 11) Time, Place and Manner in which interested persons may comment on this proposed rulemaking: Interested persons may submit written comments within 45 days of the date of publication of this notice in the Illinois Register.
- Stephen W. Seip,
720 Stratton Office Building
Springfield, IL 62706
(217)782-9669
- 12) Initial Regulatory Flexibility Analysis: Does not apply to small businesses.

The full text of the Proposed Amendment begins on the next page.

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENT

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE B: PERSONNEL RULES, PAY PLANS, AND
POSITION CLASSIFICATIONS

CHAPTER I: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

PART 304

GENERAL PROVISIONS

Section

304.10 Public Records

304.20 Time and Manner of Inspection

304.30 Employee Roster Files

304.40 Confidential Records

304.45 Examination Material

304.50 Portability of Certain Benefits

304.51 Limitation on Payment of Benefits

304.55 Prohibited Disclosure

304.60 Provisions: Grant-in-Aid Agencies

304.70 Effective Date of Rules

304.80 Savings Clause

304.110 Interpretation and Application of Rules

AUTHORITY: Implementing and authorized by the Personnel Code (Ill. Rev. Stat. 1989, ch. 127, pars. 63b101, et seq.)

SOURCE: Filed May 29, 1975; emergency amendment at 3 Ill. Reg. 48, p. 188, effective January 1, 1980 for a maximum of 150 days; amended at 4 Ill. Reg. 11, p. 67, effective March 1, 1980; amended at 6 Ill. Reg. 10663, effective August 25, 1982; codified at 7 Ill. Reg. 13198; amended at 8 Ill. Reg. 15364, effective August 8, 1984; amended at 16 Ill. Reg. _____, effective _____.

Section 304.51 Limitation on Payment of Benefits

Upon movement of a State employee from a position subject to the Personnel Code to another State position not subject to the Personnel Code, or to a position subject to the Personnel Code from a State position not subject to the Personnel Code, accrued vacation, overtime and sick leave shall be credited to the employee's account in accordance with the rules of the jurisdiction to which the State employee moved. The employee does not have the option to cash in unused benefit time.

(Source: Added at 16 Ill. Reg. _____, effective _____.)

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENT

1) Heading of the Part: Merit and Fitness

2) Code Citation: 80 Ill. Adm. Code 302

3) Section number: 302.80
Proposed Action: Amendment

4) Statutory Authority: Implementing and authorized by the Personnel Code (Ill. Rev. Stat. 1989, ch. 127, pars. 63b101, et seq.)

5) A Complete Description of the Subjects and Issues Involved:

The Department is amending this Part to implement the provisions of Public Act 87-545.

This law allows the Director of the Department of Central Management Services to extend the time during which an individual appears on an eligible list when the extension is made to assist in achieving affirmative action goals in employment.

6) Will this proposed amendment replace an emergency rule currently in effect? No.

7) Does this rulemaking contain an automatic repeal date? No.

8) Does this proposed amendment contain incorporations by reference? No.

9) Are there any other proposed amendments pending on this Part? No.

10) Statement of Statewide Policy Objectives: Rulemaking does not affect units of local government.

11) Time, Place and Manner in which interested persons may comment on this proposed rulemaking: Interested persons may submit written comments within 45 days of the date of publication to:

Stephen W. Seiple
720 Stratton Office Building
Springfield, IL 62706
(217)782-9669

12) Initial Regulatory Flexibility Analysis: Does not apply to small businesses.

The full text of the Proposed Amendment begins on the next page.

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENT

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
 SUBTITLE B: PERSONNEL RULES, PAY PLANS, AND
 POSITION CLASSIFICATIONS
 CHAPTER I: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

PART 302
 MERIT AND FITNESS

SUBPART A: APPLICATION AND EXAMINATION

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302.10	Time, Place, Conduct, Cancellation, Postponement and Suspension of
302.20	Examinations
302.30	Veterans Preference
302.40	Announcement of Examination
302.52	Notice to Eligibles
302.55	Grading Examinations
302.60	Retaking or Regrading Examinations
302.70	Application and Eligibility

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302.90	Alternative Employment
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302.100	Pre-Employment Screening
302.105	Appointment From Eligible List
302.110	Responsibilities of Eligibles
302.120	Removal of Names From Eligible Lists
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DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENT

302.215	Leave of Absence for Educational Purposes
302.220	Veterans Continuous Service
302.230	Peace or Job Corps Enrollees Continuous Service
302.240	Accrual and Retention of Continuous Service During Certain Leaves
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SUBPART F: PROBATIONARY STATUS

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SUBPART G: PROMOTIONS

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302.330	Limitations On Promotions
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302.410	Inter-Agency Transfer
302.420	Merit System Transfer
302.425	Geographical Transfer (Agency Directed)
302.430	Geographical Transfer (Agency Directed) Procedures
302.431	Notice To Employee
302.432	Effective Date of Geographical Transfer (Agency Directed)
302.433	Employee-Requested Geographical Transfer
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DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENT

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 302.496 Appeal by Certified Employee
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SUBPART J: VOLUNTARY REDUCTION AND LAYOFFS

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 302.500 Voluntary Reduction of Certified and Probationary Employees
 302.505 Limitations in Voluntary Reduction
 302.507 Definition of Layoff
 302.510 Temporary Layoff
 302.512 Use of Accrued Benefits During Temporary Layoff
 302.514 Notice of Temporary Layoff
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 302.530 Order of Layoff
 302.540 Effective Date of Layoff
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 302.600 Resignation
 302.610 Reinstatement

SUBPART K: DISCHARGE AND DISCIPLINE

Section
 302.625 Definition of Certified Employee
 302.626 Progressive Corrective Discipline
 302.628 Prohibited Disciplinary Action
 302.630 Disciplinary Action Warning Notice
 302.640 Suspension Totaling Not More Than Thirty Days in any Twelve Month Period
 302.660 Suspension Totaling More than Thirty Days in any Twelve Month Period
 302.670 Approval of Director of Central Management Services
 302.680 Notice to Employee
 302.690 Employee Obligations
 302.700 Cause for Discharge
 302.705 Pre-Termination Hearing
 302.710 Suspension Pending Decision on Discharge

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302.720 Discharge of Certified Employee
 302.730 Notice to Employee
 302.750 Appeal by Employee
 302.780 Discharge of Probationary Employees
 302.781 Reinstatement from Suspension or Discharge
 302.785 Suspension or Discharge Resulting From Arrest or Criminal Indictment
 302.790 Prohibition of Discrimination

SUBPART L: TERM APPOINTMENTS

Section
 302.800 Definition of Terms
 302.810 Positions Subject to Term Appointments
 302.820 Appointment
 302.821 Effect of Loss of Federal Funding on Employees Excluded from Term Appointment by Reason of Being Federally Funded (Repealed)
 302.822 Appointees Under Term Appointments
 302.823 No Promotion to Positions Covered by Term Appointments (Repealed)
 302.824 No Reallocation to Term Positions
 302.825 Reemployment Rights to Term Appointment
 302.830 Expiration of Term Appointment
 302.840 Renewal Procedures
 302.841 Renewal Procedures for Incumbents on the Effective Date of Section 8b18 of the Personnel Code (Repealed)
 302.842 Effective Date of Reappointment or Termination (Repealed)
 302.846 Change in Position Factors Affecting Term Appointment Exclusion
 302.850 Reconsideration Request
 302.860 Renewal Procedure for Incumbents Subject to Public Act 83-1369
 302.863 Renewal of Certified or Probationary Incumbents in Exempted Positions

AUTHORITY: Implementing and authorized by the Personnel Code (Ill. Rev. Stat. 1989, ch. 127, par. 63b101 et seq.)

SOURCE: Filed May 29, 1975; amended at 2 Ill. Reg. 33, p. 24, effective September 1, 1978; amended at 3 Ill. Reg. 1, p. 63, effective January 1, 1979; amended at 3 Ill. Reg. 22, p. 78, effective June 1, 1979; emergency amendment at 3 Ill. Reg. 48, p. 188, effective January 1, 1980, for a maximum of 150 days; emergency amendment at 4 Ill. Reg. 1, p. 76, effective January 1, 1980, for a maximum of 150 days; amended at 4 Ill. Reg. 11, p. 67, effective March 1, 1980; amended at 4 Ill. Reg. 15, p. 216, effective March 31, 1980; amended at 4 Ill. Reg. 22, p. 227, effective June 1, 1980; amended at 5 Ill. Reg. 8029, effective August 1, 1981; amended at 7 Ill. Reg. 654, effective January 5, 1983; codified at 7 Ill. Reg. 13198; amended at 8 Ill. Reg. 7788, effective May 23, 1984; emergency amendment at 9 Ill. Reg. 241, effective January 1, 1985, for a maximum of 150 days; amended at 9 Ill. Reg. 7907, effective May 15, 1985; amended at 10 Ill. Reg. 13940, effective September 1, 1986; amended at 12 Ill. Reg. 5634, effective March 15, 1988; emergency amendments at 12 Ill. Reg. 16214, effective September 23, 1988, for a maximum of 150 days; emergency expired February 20, 1989; amended at 13 Ill. Reg. 3722, effective

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1) The Heading of the Part: Pay Plan

2) The Code Citation: 80 Ill. Adm. Code 310

3) Section Numbers:

310,100 Amended

310. Appendix A, Table C

- [illegible]

4) Statutory Authority: Ill. Rev. Stat. 1987, ch. 127, par. 63b108a(2)

5) A Complete Description of the Subjects and Issues Involved:

A provision is being included in Section 310.100 to reflect an increase of \$25.00 per month for those employees who have attained fifteen years of service and also have been on Step 7 for three years, effective January 1, 1992. This shall apply uniformly to the identified collective bargaining units with the exception of the RC-023 (Registered Nurses, INA) Bargaining Unit which will receive this allowance on July 1, 1992, and with only the requirement of having served on Step 7 for three years.

A bi-lingual pay provision is being included under Sections 310.100 and 310.490 to reflect an additional \$25.00 per month to the employee's base pay for individual positions whose job descriptions require the use of a second language, effective January 1, 1992. Effective January 1, 1993, the pay shall increase to \$50.00 and to \$75.00 the following year on January 1, 1994.

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In Section 310.230, Part-Time Daily or Hourly Special Services Rate, the abolished titles of Lifeguard and Lifeguard Captain are being deleted. At the request of the Department of Revenue, the title of Guard III is being included within this section with a daily rate range of \$75 to \$96.

The Teamsters' Local #726 negotiated an increase effective January 1, 1992 for the Grounds Supervisor (Chicago Read) and Grounds Supervisor (Supervising Tractor Trailer Drivers) to receive an additional \$.50 per hour; and the Maintenance Worker (Chicago-Read) to be added with the monthly salary of \$2,678.00. The Teamsters' Local #726, #330 and #25 negotiated an increase of \$67.00 per month for July 1, 1992, with the Deck Hand title receiving an additional \$50.00 per month. The rates of pay shall be increased by \$55.00 per month for January 1, 1993, and \$140.00 per month for July 1, 1993, with the Deck Hand title receiving an additional \$50.00 per month.

The RC-045 (Automotive Mechanics, ISEA) Collective Bargaining Unit negotiated an increase of 2.5% for July 1, 1992, with the Automotive Attendant classification receiving an additional 5% above the general increase. The rates of pay shall be increased by 2% for January 1, 1993, and 5% for July 1, 1993.

The collective bargaining associations of AFSOME (with the exception of RC-042), INA, ISEA, and SEIU have negotiated salary increases of 2.5% (with inequity adjustments for certain AFSOME titles) for July 1, 1992, 2% for January 1, 1993 and 5% for July 1, 1993. The July 1, 1990 salary ranges will remain in effect for July 1, 1991.

The following tables have various modifications regarding abolished titles, salary range changes and additions:

1) TABLE D: The titles of Highway Maintenance Lead Worker (Lead Lead Worker) and Highway Maintainer (Tractor Mower) should be included in the Teamsters' Local #726 contract.

2) TABLE E: The title of Highway Maintenance Lead Worker (Lead Lead Worker) should be included in the Teamsters' Local #330 contract.

3) TABLE F: The titles of Bridge Mechanic and Highway Maintenance Lead Worker (Lead Lead Worker) should be included in the Teamsters' Local #25 contract.

4) Table H: The abolished titles of Correctional Youth Counselor, Corrections Commodities Distribution Officer, Housekeeper I, Institution Worker, Laundry Lead Worker, Laundry Worker, and Meat Cutter I and II are being deleted. The Canine Specialist title is being included.

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5) Table I: The abolished titles of Baker Helper, Blacksmith, Braille Printer, Community Worker I and II, Florist I, Foster Grandparent, Institution Worker, Laundry Lead Worker, Laundry Worker, and Meat Cutter I and II are being deleted. The salary range for the Educator Aide title was revised so that positions in both RC-006 and RC-009 would be the same. Also, the Veterans Nursing Assistant - Certified title is being included.

6) Table J: The abolished titles of Bookkeeping Machine Operator I, II and III, Engineering Technician I, Executive Correspondent, Fire Protection Service Coordinator I, and Securities Analyst are being deleted. The Nuclear Safety titles are being deleted since these titles are no longer subject to the Personnel Code. The salary range of the Veterans Service Officer Associate was upgraded from \$1408-1752 to \$1639-2087 per month.

7) TABLE K: The title of Nursing Education Assistant Coordinator is being replaced by the Nursing Act Assistant Coordinator.

8) Table O: The abolished titles of Audiometric and Visometric Technician, Child Development Aide I and II, Community Worker I and II, Counselor - Model Employer, Electroencephalograph Supervisor, Employment Security Manpower Technician I and II, Homemaker I and II, Housekeeper I, and Hunter Safety Instructor I and II are being deleted.

9) Table P: The abolished titles of Fire Investigator I and II, Fire Prevention Education Officer I and II, Grain Inspector, Grain Sampler, Licensing Inspector, and Motor Carrier Enforcement Officer I and II are being deleted. The Conservation Police bargaining unit has been established for these titles with salary still being negotiated. The Explosives Inspector is being removed from the current salary schedule for July 1, 1991 since this title was abolished in December of 1990, and pertains only to the July, 1990 salary schedule. The monthly salary ranges of the Fire Prevention Inspector I and II were upgraded on August 1, 1991, from \$1,791-2,307 and \$1,961-2,551 to \$1,878-2,433 and \$2,162-2,834, respectively.

In Table R, the RC-042 (Residual Maintenance Workers, AFSOME) Collective Bargaining Unit has negotiated increases of \$25.00 per month, effective January 1, 1992, 2.5% effective July 1, 1992, 2% for January 1, 1993, and \$25.00 plus 5% for July 1, 1993.

6) Will this proposed rule replace an emergency rule currently in effect?

No.

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7) Does this rulemaking contain an automatic repeal date? Yes ☐ No ☒
If "yes", please specify date:

8) Do these proposed amendments contain any incorporations by reference?

No.

9) Are there any proposed amendments pending to this part? Yes

Section Numbers	Proposed Action	Ill. Reg. Citation
310.110	Amended	15 Ill. Reg. 12051 (August 30, 1991)
310.130	Amended	15 Ill. Reg. 12051 (August 30, 1991)
310.280	Amended	15 Ill. Reg. 12051 (August 30, 1991)
310.290	Amended	15 Ill. Reg. 12051 (August 30, 1991)
310. Appendix B	Amended	15 Ill. Reg. 12051 (August 30, 1991)

10) Statement of Statewide Objectives:

These amendments to the Pay Plan pertain only to State employees subject to the Personnel Code and do not set out any guidelines that are to be followed by local or other jurisdictional bodies within the State.

11) Time, Place, and Manner in which interested persons may comment on this proposed rulemaking:

Within 45 days, comments should be written and addressed to:

Mr. Michael Murphy
Department of Central Management Services
Division of Technical Services
504 William G. Stratton Building
Springfield, Illinois 61706

Telephone: (217) 782-5601

12) Initial Regulatory Flexibility Analysis:

A) Date rule was submitted to the Business Assistance Office of the Department of Commerce and Community Affairs:

The Department of Central Management Services' Pay Plan does not affect private businesses. Amendments made to the Pay Plan are not subject to any guidelines or regulations of the Department of Commerce and Community Affairs.

B) Types of small businesses affected:

None. The Department of Central Management Services' Pay Plan extends only to Personnel Code employees under the jurisdiction of the Governor.

C) Reporting, bookkeeping or other procedures required for compliance:

None

D) Types of professional skills necessary for compliance:

None

The full text of the proposed Rule(s) begins on the next page.

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NOTICE OF PROPOSED AMENDMENTS

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
SUBTITLE B: PERSONNEL RULES, PAY PLANS, AND
POSITION CLASSIFICATIONS

CHAPTER I: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

PART 310
PAY PLAN

SUBPART A: NARRATIVE

Section	
310.20	Policy and Responsibilities
310.30	Jurisdiction
310.40	Pay Schedules
310.50	Definitions
310.60	Conversion of Base Salary to Pay Period Units
310.70	Conversion of Base Salary to Daily or Hourly Equivalents
310.80	Increases in Pay
310.90	Decreases in Pay
310.100	Other Pay Provisions
310.110	Implementation of Pay Plan Changes, Effective July 1, 1990
310.120	Interpretation and Application of Pay Plan
310.130	Effective Date
310.140	Reinstitution of Within Grade Salary Increases
310.150	Fiscal Year 1985 Pay Changes in Schedule of Salary Grades, effective July 1, 1984 (Repealed)

SUBPART B: SCHEDULE OF RATES

Section	
310.205	Introduction
310.210	Prevailing Rate
310.220	Negotiated Rate
310.230	Part-Time Daily or Hourly Special Services Rate
310.240	Hourly Rate
310.250	Member, Patient and Inmate Rate
310.260	Trainee Rate
310.270	Legislated and Contracted Rate
310.280	Designated Rate
310.290	Out-of-State or Foreign Service Rate
310.300	Educator Schedule for RC-063 and HR-010
310.310	Physician Specialist Rate
310.320	Annual Compensation Ranges for Executive Director and Assistant Executive Director, State Board of Elections
310.330	Excluded Classes Rate (Repealed)

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SUBPART C: MERIT COMPENSATION SYSTEM

Section	
310.410	Jurisdiction
310.420	Objectives
310.430	Responsibilities
310.440	Merit Compensation Salary Schedule
310.450	Procedures for Determining Annual Merit Increases
310.455	Intermittent Merit Increase
310.456	Merit Zone
310.460	Other Pay Increases
310.470	Adjustment
310.480	Decreases in Pay
310.490	Other Pay Provisions
310.500	Definitions
310.510	Conversion of Base Salary to Pay Period Units
310.520	Conversion of Base Salary to Daily or Hourly Equivalents
310.530	Implementation
310.540	Annual Merit Increase Guidechart for Fiscal Year 1992
310.550	Fiscal Year 1985 Pay Changes in Merit Compensation System, effective July 1, 1984 (Repealed)

APPENDIX A Negotiated Rates of Pay

TABLE A	HR-190 (Department of Central Management Services - State of Illinois Building - SEIU)
TABLE B	HR-200 (Department of Labor - Chicago, Illinois - SEIU)
TABLE C	RC-069 (Firefighters, AFSOME)
TABLE D	HR-001 (Teamsters Local #726)
TABLE E	RC-020 (Teamsters Local #330)
TABLE F	RC-019 (Teamsters Local #25)
TABLE G	RC-045 (Automotive Mechanics, ISEA)
TABLE H	RC-006 (Corrections Employees, AFSOME)
TABLE I	RC-009 (Institutional Employees, AFSOME)
TABLE J	RC-014 (Clerical Employees, AFSOME)
TABLE K	RC-023 (Registered Nurses, INA)
TABLE L	VR-004 (Illinois State Treasurer's Office Employees, Teamsters and IFT)
TABLE M	RC-027 (Educators, AFSOME) (Repealed)
TABLE N	RC-027 (Physician Rates, AFSOME) (Repealed)
TABLE O	RC-028 (Paraprofessional Human Services Employees, AFSOME)
TABLE P	RC-029 (Paraprofessional Investigatory and Law Enforcement Employees, ISEA)
TABLE Q	RC-033 (Meat Inspectors, ISEA)
TABLE R	RC-042 (Residual Maintenance Workers, AFSOME)
TABLE S	HR-012 (Fair Employment Practices Employees, SEIU)
TABLE T	HR-010 (Teachers of Deaf, IFT)

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TABLE U	HR-010 (Teachers of Deaf, Extracurricular Paid Activities)
TABLE V	CJ-500 (Corrections; Meet and Confer Employees)
TABLE W	RC-062 (Technical Employees, AFSOME)
TABLE X	RC-063 (Professional Employees, AFSOME)
TABLE Y	RC-063 (Educators, AFSOME)
TABLE Z	RC-063 (Physicians, AFSOME)
APPENDIX B	Schedule of Salary Grades - Monthly and Annual Rates of Pay for Fiscal Year 1991
APPENDIX C	Physician Administrator Rates and Medical Facilities Administrator Rates for Fiscal Year 1992
APPENDIX D	Merit Compensation System Salary Schedule for Fiscal Year 1992
APPENDIX E	Teaching Salary Schedule (Repealed)
APPENDIX F	Physician and Physician Specialist Salary Schedule (Repealed)

AUTHORITY: Implementing and authorized by Section 8a(2) of the Personnel Code (Ill. Rev. Stat. 1989, ch. 127, par. 63b108a(2)).

SOURCE: Filed June 28, 1967; codified at 8 Ill. Reg. 1558; emergency amendment at 8 Ill. Reg. 1990, effective January 31, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 2440, effective February 15, 1984; emergency amendment at 8 Ill. Reg. 3348, effective March 5, 1984, for a maximum of 150 days; emergency amendment at 8 Ill. Reg. 4249, effective March 16, 1984, for a maximum of 150 days; emergency amendment at 8 Ill. Reg. 5704, effective April 16, 1984, for a maximum of 150 days; emergency amendment at 8 Ill. Reg. 7290, effective May 11, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 11299, effective June 25, 1984; emergency amendment at 8 Ill. Reg. 12616, effective July 1, 1984, for a maximum of 150 days; emergency amendment at 8 Ill. Reg. 15007, effective August 6, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 15367, effective August 13, 1984; emergency amendment at 8 Ill. Reg. 21310, effective October 10, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 21544, effective October 24, 1984; amended at 8 Ill. Reg. 22844, effective November 14, 1984; emergency amendment at 9 Ill. Reg. 1134, effective January 16, 1985, for a maximum of 150 days; amended at 9 Ill. Reg. 1320, effective January 23, 1985; amended at 9 Ill. Reg. 3681, effective March 15, 1985; emergency amendment at 9 Ill. Reg. 4163, effective March 15, 1985, for a maximum of 150 days; emergency amendment at 9 Ill. Reg. 9231, effective May 31, 1985, for a maximum of 150 days; amended at 9 Ill. Reg. 9420, effective June 7, 1985; amended at 9 Ill. Reg. 10663, effective July 1, 1985; emergency amendment at 9 Ill. Reg. 15043, effective September 24, 1985, for a maximum of 150 days; emergency amendment at 10 Ill. Reg. 3325, effective January 22, 1986; amended at 10 Ill. Reg. 3230, effective January 24, 1986; emergency amendment at 10 Ill. Reg. 8904, effective May 13, 1986, for a maximum of

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150 days; emergency amendment at 10 Ill. Reg. 8928, effective May 13, 1986; emergency amendment at 10 Ill. Reg. 12090, effective June 30, 1986, for a maximum of 150 days; emergency amendment at 10 Ill. Reg. 13675, effective July 31, 1986; emergency amendment at 10 Ill. Reg. 14867, effective August 26, 1986; amended at 10 Ill. Reg. 15567, effective September 17, 1986; emergency amendment at 10 Ill. Reg. 17765, effective September 30, 1986, for a maximum of 150 days; emergency amendment at 10 Ill. Reg. 19132, effective October 28, 1986; emergency amendment at 10 Ill. Reg. 21097, effective December 9, 1986; amended at 11 Ill. Reg. 648, effective December 22, 1986; emergency amendment at 11 Ill. Reg. 3363, effective February 3, 1987; emergency amendment at 11 Ill. Reg. 4388, effective February 27, 1987; emergency amendment at 11 Ill. Reg. 6291, effective March 23, 1987; amended at 11 Ill. Reg. 5901, effective March 24, 1987; emergency amendment at 11 Ill. Reg. 8787, effective April 15, 1987, for a maximum of 150 days; emergency amendment at 11 Ill. Reg. 11830, effective July 1, 1987, for a maximum of 150 days; emergency amendment at 11 Ill. Reg. 13675, effective July 29, 1987; amended at 11 Ill. Reg. 14984, effective August 27, 1987; emergency amendment at 11 Ill. Reg. 15273, effective September 1, 1987; emergency amendment at 11 Ill. Reg. 17919, effective October 19, 1987; emergency amendment at 11 Ill. Reg. 19812, effective November 19, 1987; emergency amendment at 11 Ill. Reg. 20664, effective December 4, 1987, for a maximum of 150 days; amended at 11 Ill. Reg. 20778, effective December 11, 1987; emergency amendment at 12 Ill. Reg. 3811, effective January 27, 1988; emergency amendment at 12 Ill. Reg. 5459, effective March 3, 1988; emergency amendment at 12 Ill. Reg. 6073, effective March 21, 1988; emergency amendment at 12 Ill. Reg. 7783, effective April 14, 1988; emergency amendment at 12 Ill. Reg. 7734, effective April 15, 1988, for a maximum of 150 days; emergency amendment at 12 Ill. Reg. 8135, effective April 22, 1988; emergency amendment at 12 Ill. Reg. 9745, effective May 23, 1988; emergency amendment at 12 Ill. Reg. 11778, effective July 1, 1988, for a maximum of 150 days; emergency amendment at 12 Ill. Reg. 12895, effective July 18, 1988, for a maximum of 150 days; emergency amendment at 12 Ill. Reg. 13306, effective July 27, 1988; corrected at 12 Ill. Reg. 13359; amended at 12 Ill. Reg. 14630, effective September 6, 1988; amended at 12 Ill. Reg. 20449, effective November 28, 1988; emergency amendment at 12 Ill. Reg. 20584, effective November 28, 1988; emergency amendment at 13 Ill. Reg. 8080, effective May 10, 1989; amended at 13 Ill. Reg. 8849, effective May 30, 1989; emergency amendment at 13 Ill. Reg. 8970, effective May 26, 1989; emergency amendment at 13 Ill. Reg. 10967, effective June 20, 1989, for a maximum of 150 days; emergency amendment expired on November 17, 1989; amended at 13 Ill. Reg. 11451, effective June 28, 1989; amended at 13 Ill. Reg. 11451, effective June 28, 1989; emergency amendment at 13 Ill. Reg. 11854, effective July 1, 1989, for a maximum of 150 days; corrected at 13 Ill. Reg. 12647; emergency amendment at 13 Ill. Reg. 12887, effective July 24, 1989; amended at 13 Ill. Reg. 16950, effective October 20, 1989; amended at 13

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Ill. Reg. 19221, effective December 12, 1989; amended at 14 Ill. Reg. 615, effective January 2, 1990; peremptory amendment at 14 Ill. Reg. 1627, effective January 11, 1990; amended at 14 Ill. Reg. 4455, effective March 12, 1990; peremptory amendment at 14 Ill. Reg. 7652, effective May 7, 1990; amended at 14 Ill. Reg. 10002, effective June 11, 1990; emergency amendment at 14 Ill. Reg. 11330, effective June 29, 1990, for a maximum of 150 days; amended at 14 Ill. Reg. 14361, effective August 24, 1990; emergency amendment at 14 Ill. Reg. 15570, effective September 11, 1990, for a maximum of 150 days; emergency amendment expired on February 8, 1991; corrected at 14 Ill. Reg. 16092; peremptory amendment at 14 Ill. Reg. 17098, effective September 26, 1990; amended at 14 Ill. Reg. 17189, effective October 2, 1990; amended at 14 Ill. Reg. 17189, effective October 19, 1990; amended at 14 Ill. Reg. 18719, effective November 13, 1990; peremptory amendment at 14 Ill. Reg. 18854, effective November 13, 1990; peremptory amendment at 15 Ill. Reg. 663, effective January 7, 1991; amended at 15 Ill. Reg. 3296, effective February 14, 1991; amended at 15 Ill. Reg. 4401, effective March 11, 1991; peremptory amendment at 15 Ill. Reg. 5100, effective March 20, 1991; peremptory amendment at 15 Ill. Reg. 5465, effective April 2, 1991; emergency amendment at 15 Ill. Reg. 10485, effective July 1, 1991, for a maximum of 150 days; amended at 15 Ill. Reg. 11080, effective July 19, 1991; amended at 15 Ill. Reg. 13080, effective August 21, 1991; amended at 15 Ill. Reg. 14210, effective September 23, 1991; amended at 16 Ill. Reg. _____, effective _____.

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Section 310.100 Other Pay Provisions

- a) Transfer -- Upon the assignment of an employee to a vacant position in a class with the same salary grade as the class for the position being vacated, the employee's base salary will not be changed. Upon separation from a position of a given class and subsequent appointment to a position in the same salary grade, no increase in salary will be given.
- b) Entrance Salary -- Normally upon original entry to state service, an employee's base salary will be at Step 1 of the salary grade.
 - 1) Qualifications above Minimum Requirements --
 - A) If a candidate possesses directly related training and experience in excess of the minimum requirements of the class specification, the entrance salary may be up to Step 3 as determined by the employing agency. The salary offered should not provide more than a 10% increase over the candidate's current salary.
 - B) Such qualifications above the minimum requirements must possess documented support for higher than the Step 1 entrance salary. An entrance salary higher than Step 3 must have prior approval from the Director of Central Management Services.
 - 2) Area Differential -- For positions where additional compensation is required because of dissimilar economic or other conditions in the geographical area in which such positions are established, a higher entrance step may be authorized by the Director of Central Management Services. Present employees receiving less than the new rate shall be advanced to the new rate.
 - 3) Upon the geographical transfer from or to an area for which additional compensation has been authorized, an employee will receive an adjustment to the appropriate salary level for the new geographical area of assignment effective the first day of the month following date of approval.
 - c) Differential and Overtime Pay -- An eligible employee may have an amount added to his/her base salary for a given pay period for work performed which is in excess of the normal requirements for the position and work schedule, as follows:

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- 1) Shift Differential Pay -- An employee may be paid an amount in addition to his/her base salary for work performed on a regularly scheduled second or third shift. The additional compensation will be at a rate and in a manner approved by the Department of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

- 2) Overtime Pay --

- A) The Director of Central Management Services will maintain a list of titles whose incumbents are eligible for overtime at a time and one-half rate for all hours actually worked in excess of the normal work schedule in any given work week. Overtime shall be paid in cash only unless an employee requests compensatory time off at the time and one-half rate. Such request shall be considered and granted or denied by the agency in light of their operating needs. The employee shall make his/her choice known to the agency not later than the end of the work week in which the overtime was earned. If such compensatory time request is granted it shall be taken within the fiscal year it was earned at a time convenient to the employee and consistent with the operating needs of the agency. Accrued compensatory time not used by the end of the fiscal year in which it was earned shall be liquidated and paid in cash at the rate it was earned.

- B) A list will also be maintained by the Director of Central Management Services of titles whose incumbents are eligible for straight-time overtime. Employees in these classes of positions who are assigned and perform work in excess of the normal work schedule as established by the agency shall be compensated at a straight-time rate on either a cash or compensatory time-off basis, as determined by the agency in light of their operating needs, for all hours worked in excess of a normal work week. Overtime in less than one-half hour increments per day shall not be accrued. If compensatory time is not liquidated within the fiscal year during which it is accrued, it must be liquidated at the end of the fiscal year in cash at the employee's rate of pay in effect at the time of liquidation.

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- 3) Incentive Pay -- An employee may be paid an amount in addition to his/her base salary for work performed in excess of the normal work standard as determined by agency management. The additional compensation shall be at a wage rate and in a manner approved by the Director of the Department of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.
- 4) Extra Duty Pay -- An employee may be paid an amount in addition to his/her base salary for service in addition to the regular work schedule on a special work assignment. Additional compensation will be at a rate and in a manner approved by the Director of the Department of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.
- d) Part-Time Work -- Part-time employees whose base salary is other than an hourly or daily basis shall be paid on a daily basis which will be computed from annual rates of salary and the total number of work days in the year.
- e) Out-of-State Assignment -- Employees who are assigned to work out-of-state on a temporary basis may receive an appropriate differential during the period of the assignment, as approved by the Director of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.
- f) Lump Sum Payment -- Shall be provided for accrued vacation and overtime at the current base rate to those employees separated from employment under the Personnel Code. Leaves of absence and temporary lay-off (per 80 Ill. Adm. Code 302.510) are not separations and therefore lump sum cannot be given in these transactions. Method of computation is explained in Section 310.70(a) of this Part.

AGENCY NOTE -- The method to be used in computing lump sum payment for accrued vacation and overtime payment for an incumbent entitled to shift differential during his/her regular work hours will be to use his/her current base salary plus the shift differential pay.

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g) Salary Treatment Upon Return From Leave -- An employee returning from Military Leave, Peace Corps Leave, Vista Leave, Service-Connected Disability Leave, Leave to accept a Temporary, Emergency, Provisional, Exempt or Trainee position, or Educational Leave will be placed on the step which reflects satisfactory performance increases to which he/she would have been entitled during his/her period of leave. Creditable service date will be maintained. An employee returning to his/her former salary grade from any other leave of over fourteen days will be placed at the step on which he/she was situated prior to his/her leave, and his/her creditable service date will be extended by the duration of the leave.

h) Salary Treatment Upon Reemployment --

1) Upon the reemployment of an employee in a class with the same salary grade as the class for the position held before layoff, the employee will be placed at the same salary step as held at the time of the layoff, and his/her creditable service date will be adjusted to reflect that time on layoff does not count as creditable service time.

2) Upon the reemployment of an employee in a class at a lower salary range than the range of the class for the position held before layoff, the employee will be placed at the step in the lower salary grade which provides the base salary nearest in amount to, but less than, the current value of the step held at the time of layoff, and his/her creditable service date will be adjusted to reflect that time on layoff does not count as creditable service time.

i) Reinstatement -- The salary upon reinstatement of an employee will be as determined by the employing agency and approved by the Director of Central Management Services. This salary should not provide more than a 10% increase over the candidate's current salary or exceed the current value of the salary step held in the position where previously certified. In no event is the resulting salary to be lower than the minimum rate or higher than the maximum rate of the salary range.

j) Extended Service Payment -- Effective January 1, 1992, the Step 7 rate shall be increased by \$25.00 per month, for those employees who have attained fifteen (15) years of service and have three (3) years of creditable service on Step 7 in the same pay grade.

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k) Bi-Lingual Pay --

- 1) Effective January 1, 1992, individual positions whose job descriptions require the use of sign language or which requires the use of a second language, shall receive an additional \$25.00 per month in addition to the employee's base rate.
- 2) Effective January 1, 1993, individual positions whose job descriptions require the use of sign language or which requires the use of a second language, shall receive \$50.00 per month in addition to the employee's base rate.
- 3) Effective January 1, 1994, individual positions whose job descriptions require the use of sign language or which requires the use of a second language, shall receive \$75.00 per month in addition to the employee's base rate.

(Source: Amended at 16 Ill. Reg. _____, effective _____)

Section 310.230 Part-Time Daily or Hourly Special Services Rate

The rate of pay as approved by the Director of Central Management Services for persons employed on a consultative or part-time basis requiring irregular hours of work shall be as listed below, except the total compensation of an employee in any given month shall not exceed the monthly rate of Step 5 of the salary grade for the title as shown in the Schedule of Salary Grades (Appendix B) if the class title is subject to the Schedule of Salary Grades, or Step 5 of the negotiated salary range for classes of positions shown in Section 310.220, Subpart B, Schedule of Rates, or 75% of the maximum rate of those classes of positions subject to the provisions of the Merit Compensation System, Subpart C of this Pay Plan.

Apiary Inspector	32 to 50
Building-Grounds Laborer	4.25 to 6.00 (per hour)
Building-Grounds Lead I	4.25 to 7.00 (per hour)
Building-Grounds Lead II	5.25 to 8.00 (per hour)
Building-Grounds Maintenance Worker	5.00 to 6.00 (per hour)
Chaplain I	32 to 70
Chemist I	32 to 45
Conservation-Historic Preservation Worker	4.50 (per hour)
Conservation-Historic Preservation Worker (2nd season -- site interpretation)	4.64 (per hour)

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Conservation-Historic Preservation Worker (3rd season -- site interpretation)	4.78 (per hour)
Dentist I	70 to 150
Dentist II	100 to 185
Educator	32 to 60
Educator Aide	32 to 35
Guard II	67 to 84
Guard III	75 to 96
Hearing and Speech Coordinator	15 to 30 (per hour)
Hearings Referee	75 to 200
Janitor I	4.73 to 5.30 (per hour)
Labor Maintenance Lead Worker	5.00 to 6.00 (per hour)
Labor Relations Investigator	35 to 70
Laboratory Technician II	32 to 40
Laborer (Maintenance)	4.25 to 5.50 (per hour)
Lifeguard	4.25 (per hour)
Lifeguard-Captain	4.37 (per hour)
Maintenance Worker	4.25 to 5.00 (per hour)
Occupational Therapist	40 to 160
Program Coordinator	
Office Aide	4.25 to 7.50 (per hour)
Office Assistant	4.25 to 8.75 (per hour)
	42 to 65
Office Associate	4.25 to 9.50 (per hour)
Optometrist	50 to 160 (daily)
Optometrist	15 to 35 (hourly)
Physician	100 to 300
Physician Specialist (A)	100 to 325 (daily)
Physician Specialist (A)	20 to 60 (hourly)
Physician Specialist (B)	100 to 350 (daily)
Physician Specialist (B)	20 to 70 (hourly)
Physician Specialist (C)	100 to 360 (daily)
Physician Specialist (C)	20 to 75 (hourly)
Physician Specialist (D)	100 to 370 (daily)
Physician Specialist (D)	20 to 85 (hourly)
Podiatrist	50 to 125
Psychologist I	35 to 80
Psychologist II	40 to 125
Psychologist III	40 to 150
Recreation Worker I	32 to 40
Recreation Worker I	5.33 (per hour)
Registered Nurse I	39 to 54
Registered Nurse I (2nd or 3rd shift)	41 to 56
Registered Nurse I (Cook County)	43 to 58

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Registered Nurse I (Cook County - 2nd or 3rd shift)	44 to 59
Registered Nurse II	43 to 58
Registered Nurse II (2nd or 3rd shift)	44 to 59
Registered Nurse II (Cook County)	45 to 60
Registered Nurse II (Cook County - 2nd or 3rd shift)	47 to 62
Social Worker II	35 to 75
Social Worker III	35 to 80
Student Worker	4.25 to 8.00 (per hour)
Tax Examiner	53 to 73
Technical Advisor II	32 to 35 (per hour)
Technical Advisor III	32 to 60 (per hour)
Technical Advisor IV	50 to 80 (per hour)
Veterinarian II	95 to 130 (daily)

(Source: Amended at 16 Ill. Reg. _____, effective _____)

Section 310.490 Other Pay Provisions

- a) Transfer -- Upon assignment of an employee to a vacant position in a class with the same salary range as the class for the position being vacated, the employee's base salary will not be changed. Upon separation and subsequent appointment to a position in the same salary range, no increase in salary will be given.
- b) Entrance Salary -- Normally upon entry to state service, an employee's base salary will be at the minimum salary of the salary range.
 - 1) Qualifications above Minimum Requirements --
 - A) If a candidate possesses directly related training and experience in excess of the minimum requirements of the class specification, the employing agency may grant an entrance salary up to the midpoint of the first half of the salary range; however, this shall not provide more than a 10% increase over the candidate's current salary. Such qualifications above the minimum requirements must possess documented support for higher than the minimum entrance salary.
 - B) An entrance salary above the middle of the first half of the salary range must have prior approval of the Director

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of Central Management Services. This approval will be based on consideration of the candidate's training and experience exceeding the requirements of the class, prior salary history, particular staffing requirements of an agency, and labor market influence on recruitment needs.

- 2) Area Differential -- For positions where additional compensation is required because of dissimilar economic or other conditions in the geographical area in which such positions are established, a higher entrance salary may be authorized by the Director of Central Management Services. Present employees receiving less than the new rate of pay shall be advanced to the new rate.
- 3) Upon the geographical transfer from or to an area for which additional compensation has been authorized, an employee will receive an adjustment to the appropriate salary level for the new geographical area of assignment, effective the first day of the month following the date of assignment.
- c) Differential and Overtime Pay -- An eligible employee may have an amount added to the base salary for a given pay period for work performed which is in excess of the normal requirements for the position and work schedule, as follows:
 - 1) Shift Differential Pay -- An employee may be paid an amount in addition to the base salary for work performed on a regularly scheduled second or third shift. The additional compensation will be at a rate and in a manner approved by the Director of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.
 - 2) Overtime Pay -- The Director of the Department of Central Management Services shall maintain a listing of classes of positions subject to the provisions of the Merit Compensation System who are eligible for overtime compensation. Classes in salary ranges MC 6 and below are eligible for straight-time overtime unless exceptions are determined by the Director of Central Management Services. Classes above MC 6 may be added to the list when requested by an agency and approved by the Director of Central Management Services in consideration of need of the agency and relationship to eligible titles. Employees in these classes of positions who are assigned and perform work in excess of the normal work schedule as

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established by the agency shall be compensated at a straight-time rate on either a cash or compensatory time-off basis for all hours worked in excess of a normal work week. Overtime in less than one-half hour increments per day shall not be accrued. If compensatory time is not liquidated within the fiscal year during which it is accrued, it must be liquidated at the end of the fiscal year in cash at the employee's rate of pay in effect at the time of liquidation. Any exception to the above provisions for overtime compensation shall be approved by the Director of the Department of Central Management Services. Such exceptions must be requested by the employing agency and will be determined on the basis of the special nature of the situation, a substantial need to provide overtime compensation and a significant number of hours worked beyond the normal work schedule, and will be granted only for a specified time period for which the special situation is expected to exist.

- d) Part-Time Work -- Part-time employees whose base salary is other than an hourly or daily basis shall be paid on a daily rate basis which will be computed from annual rates of salary and the total number of work days in the year.
- e) Out-of-State Assignment -- Employees who are assigned to work out-of-state on a temporary basis may receive an appropriate differential during the period of the assignment, as approved by the Director of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstance.
- f) Lump Sum Payment -- Shall be provided for accrued vacation and overtime at the current base rate to those employees separated from employment under the Personnel Code. Leaves of absence and temporary layoff (per 80 Ill. Adm. Code 302.510) are not separations and therefore lump sum payments cannot be given in these transactions. Methods of computation are explained in Section 310.520(a) of the Merit Compensation System.

AGENCY NOTE: The method to be used in computing lump sum payment for vacation and overtime payment for an incumbent entitled to shift differential during the regular work hours will be to use the current base salary plus the shift differential pay.

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g) Salary Treatment upon Return from Leave -- An employee returning from Military Leave, Peace Corps Leave, Vista Leave, Service-Connected Disability Leave, Leave to accept a Temporary, Emergency, Provisional, Exempt or Trainee position, or Education Leave will have his/her salary established as determined appropriate by the employing agency and approved by the Director of Central Management Services. However, in no event is the resulting salary to be lower than the minimum rate or higher than the maximum rate of the salary range. Creditable service date will be maintained. An employee returning to his/her former salary range from any other leave of over fourteen days will be placed at the salary which the employee received prior to the leave and the creditable service date will be extended by the duration of the leave.

h) Employees in classes which are made subject to the Merit Compensation System after July 1, 1979, will retain their current salary, except that in no event is the resultant salary to be lower than the minimum rate or higher than the maximum rate of the new salary range.

i) Extra Duty Pay -- An employee may be paid an amount in addition to the base salary for services in addition to the regular work schedule on a special assignment. Additional compensation will be a rate and manner as approved by the Director of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

j) Salary Treatment Upon Reemployment --

1) Upon the reemployment of an employee in a class with the same salary range as the class for the position held before layoff, the employee will be placed at the same salary as held at the time of the layoff, and his creditable service date will be adjusted to reflect that time on layoff does not count as creditable service time.

2) Upon the reemployment of an employee in a class at a lower salary range than the range of the class for the position held before layoff, the employee will be placed at the same salary as held at the time of layoff, except that if this exceeds the maximum of the new range, the employee will be placed at that maximum salary. The creditable service date will be adjusted to reflect that time on layoff does not count as creditable service time.

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k) Reinstatement -- The salary upon reinstatement of an employee will be as determined by the employing agency and approved by the Director of Central Management Services. This salary should not provide more than a 10% increase over the candidate's current salary, or exceed the salary rate held in the position where previously certified. In no event is the resulting salary to be lower than the minimum rate or higher than the maximum rate of the salary range.

l) Bi-Lingual Pay --

1) Effective January 1, 1992, individual positions whose job descriptions require the use of sign language or which requires the use of a second language, shall receive an additional \$25.00 per month in addition to the employee's base rate.

2) Effective January 1, 1993, individual positions whose job descriptions require the use of sign language or which requires the use of a second language, shall receive \$50.00 per month in addition to the employee's base rate.

3) Effective January 1, 1994, individual positions whose job descriptions require the use of sign language or which requires the use of a second language, shall receive \$75.00 per month in addition to the employee's base rate.

(Source: Amended at 16 Ill. Reg. _____, effective _____)

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Section 310. TABLE C RC-069 (Firefighters, AFSOME)

Effective: July 1, 1988

S-T-E-P-S

	1	2	3	4	5	6	7
Facility Assistant Fire Chief	1599-1622	1622-1682	1682-1747	1747-1813	1813-1877	1877-1985	
Facility Fire Safety Coordinator	1599-1622	1622-1682	1682-1747	1747-1813	1813-1877	1877-1985	
Facility Firefighter	1444-1493	1493-1552	1552-1604	1604-1661	1661-1716	1716-1806	

Effective: July 1, 1989

S-T-E-P-S

	1	2	3	4	5	6	7
Facility Assistant Fire Chief	1614-1679	1679-1741	1741-1808	1808-1876	1876-1943	1943-2054	
Facility Fire Safety Coordinator	1614-1679	1679-1741	1741-1808	1808-1876	1876-1943	1943-2054	
Facility Firefighter	1495-1545	1545-1662	1662-1719	1719-1776	1776-1869		

Effective: July 1, 1990

S-T-E-P-S

	1	2	3	4	5	6	7
Facility Assistant Fire Chief	1687	1755	1819	1889	1960	2030	2146
Facility Fire Safety Coordinator	1687	1755	1819	1889	1960	2030	2146
Facility Firefighter	1562	1615	1678	1735	1796	1856	1953

NOTE: Effective January 1, 1992, employees who have 15 years of service and have 3 or more years of creditable service on Step 7 in the same pay grade, shall receive an additional \$25.00 monthly.

Effective: July 1, 1992

S-T-E-P-S

	1	2	3	4	5	6	7
Facility Assistant Fire Chief	1729	1799	1864	1936	2009	2081	2200
Facility Fire Safety Coordinator	1729	1799	1864	1936	2009	2081	2200
Facility Firefighter	1601	1655	1720	1778	1841	1902	2002

Effective: January 1, 1993

S-T-E-P-S

	1	2	3	4	5	6	7
Facility Assistant Fire Chief	1764	1835	1901	1975	2049	2123	2244
Facility Fire Safety Coordinator	1764	1835	1901	1975	2049	2123	2244
Facility Firefighter	1633	1688	1754	1814	1878	1940	2042

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Effective: July 1, 1993

S-T-E-P-S

	1	2	3	4	5	6	7
Facility Assistant Fire Chief	1852	1927	1996	2074	2151	2229	2356
Facility Fire Safety Coordinator	1852	1927	1996	2074	2151	2229	2356
Facility Firefighter	1715	1772	1842	1905	1972	2037	2144

(Source: Amended at 16 Ill. Reg.

, effective

Section 310. TABLE D HR-001 (Teamsters Local #726)

A) Department of Transportation - Division of Highways - Emergency Patrol - Northeast Region - (Cook)

	July 1, 1990	1991	July 1, 1992
Highway Maintainer	Mo.	Hr.	Mo.
Highway Maintenance Lead Worker	2753.00	15.82	2820.00
Highway Maintenance Lead Worker	2882.00	16.56	2929.00
Highway Maintenance Lead Worker (Lead Lead Worker)	2932.00	16.85	2999.00
Maintenance Worker	2697.00	15.50	2764.00

B) Department of Transportation - Division of Highways - Northeast Region - (Cook)

	July 1, 1990	1991	July 1, 1992
Heavy Construction Equipment Operator	Mo.	Hr.	Mo.
Heavy Construction Equipment Operator (Bridge Crew)	2777.00	15.96	2844.00
Highway Maintainer	2794.40	16.06	2861.40
Highway Maintainer (Bridge Crew)	2678.00	15.39	2745.00
Highway Maintainer (Tractor Mower)	2695.40	15.49	2762.40
Highway Maintenance Laborer	2678.00	15.39	2745.00
Highway Maintenance Lead Worker	2807.00	16.13	2874.00
Highway Maintenance Lead Worker (Bridge Crew)	2824.40	16.23	2891.40
Highway Maintenance Lead Worker (Lead Lead Worker)	2857.00	16.42	2924.00
Highway Maintenance Lead Worker (Lead Lead Worker - Bridge Crew)	2874.40	16.52	2941.40
Laborer (Maintenance)	2586.00	14.86	2653.00
Maintenance Worker	2622.00	15.07	2689.00

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- C) Departments of Mental Health & Developmental Disabilities, Public Health, Rehabilitation Services, and Employment Security - Northeast Region - (Cook)

	July 1, 1990	July 1, 1991	July 1, 1992
	Mo.	Hr.	Mo.
Maintenance Equipment Operator	2678.00	15.39	2745.00
Maintenance Worker	2531.00	14.55	2598.00

- B) --Department of Mental Health & Developmental Disabilities, Northeast Region -- (Cook)

	July 1, 1990
	Mo.
Grounds Lead Worker	2678.00
Maintenance Equipment Operator	2531.00
Maintenance Worker	2531.00

- D) Departments of Central Management Services, Children and Family Services, and Public Aid - Northeast Region - (Cook)

	July 1, 1990	July 1, 1991	July 1, 1992
	Mo.	Hr.	Mo.
Grounds Lead Worker	2564.00	14.74	2631.00
Grounds Supervisor	2644.00	15.20	2798.00
(Chicago-Read)			
Grounds Supervisor	2764.00	15.89	2918.00
(Supervising Tractor Trailer Drivers)			
Maintenance Worker	2531.00	14.55	2598.00
Maintenance Worker (Chicago-Read)	2531.00	14.55	2745.00
Maintenance Equipment Operator	2678.00	15.39	2745.00
Maintenance Equipment Operator (Tractor Trailer)	2739.00	15.74	2806.00

- E) Departments of Children & Family Services, Employment Security, and Public Aid - Northeast Region - (Cook)

	July 1, 1990
	Mo.
Maintenance Equipment Operator	2678.00

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- A) Department of Transportation - Division of Highways - Emergency Patrol - Northeast Region - (Cook)

	Jan. 1, 1993	July 1, 1993
	Mo.	Hr.
Highway Maintainer	2875.00	16.52
Highway Maintenance Lead Worker	3004.00	17.26
Highway Maintenance Lead Worker (Lead Lead Worker)	3054.00	17.55
Maintenance Worker	2819.00	16.20

- B) Department of Transportation - Division of Highways - Northeast Region - (Cook)

	Jan. 1, 1993	July 1, 1993
	Mo.	Hr.
Heavy Construction Equipment Operator	2899.00	16.66
Heavy Construction Equipment Operator (Bridge Crew)	2916.40	16.76
Highway Maintainer	2800.00	16.09
Highway Maintainer (Bridge Crew)	2817.40	16.19
Highway Maintainer (Tractor Mower)	2800.00	16.09
Highway Maintenance Lead Worker	2929.00	16.83
Highway Maintenance Lead Worker (Bridge Crew)	2946.40	16.93
Highway Maintenance Lead Worker (Lead Lead Worker)	2979.00	17.12
Highway Maintenance Lead Worker (Lead Lead Worker - Bridge Crew)	2996.40	17.22
Laborer (Maintenance)	2708.00	15.56
Maintenance Worker	2744.00	15.77

- C) Departments of Mental Health & Developmental Disabilities, Public Health, Rehabilitation Services, and Employment Security - Northeast Region - (Cook)

	Jan. 1, 1993	July 1, 1993
	Mo.	Hr.
Maintenance Equipment Operator	2800.00	16.09
Maintenance Worker	2653.00	15.25

- D) Departments of Central Management Services, Children and Family Services, and Public Aid - Northeast Region - (Cook)

	Jan. 1, 1993	July 1, 1993
	Mo.	Hr.
Maintenance Equipment Operator	2800.00	16.09
Maintenance Worker	2653.00	15.25

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	Jan. 1, 1993	July 1, 1993
	Mo.	Hr.
Grounds Supervisor	2686.00	15.44
Grounds Supervisor	2853.00	16.40
(Chicago-Read)		
Grounds Supervisor (Supervising	2973.00	17.09
Tractor Trailer Drivers)		
Maintenance Worker	2653.00	15.25
Maintenance Worker	2800.00	16.09
(Chicago-Read)		
Maintenance Equipment Operator	2800.00	16.09
Maintenance Equipment Operator	2861.00	16.44
(Tractor Trailer)		

(Source: Amended at 16 Ill. Reg. _____, effective _____)

Section 310. TABLE E RG-020 (Teamsters Local #330)

- A) Departments of Children and Family Services, Corrections, Employment Security, Mental Health & Developmental Disabilities - (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	July 1, 1990	July 1, 1992
	Mo.	Hr.
Maintenance Equipment Operator	2678.00	\$15.39
	2678.00	2745.00
		15.78

- B) Department of Transportation - Division of Highways - (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	July 1, 1990	July 1, 1992
	Mo.	Hr.
Bridge Mechanic	2711.00	\$15.58
Bridge Tender	2510.00	14.43
Highway Maintenance Lead Worker	2807.00	16.13
Highway Maintenance Lead Worker	2824.40	16.23
(Bridge Crew)		
Highway Maintenance Lead Worker	2857.00	16.42
(Lead Lead Worker)		
Highway Maintainer	2678.00	15.39
Highway Maintainer	2695.40	15.49
(Bridge Crew)		
Janitor I	2385.00	13.71
Janitor II	2416.00	13.89
Labor Maintenance Lead Worker	2642.00	15.18
Laborer (Maintenance)	2586.00	14.86
Maintenance Worker	2622.00	15.07

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Power Shovel Operator	2728.00	15.68	2795.00	16.06
(Maintenance)				
Security Guard I	2412.00	13.86	2479.00	14.25
Security Guard II	2460.00	14.14	2527.00	14.52
Silk Screen Operator	2782.00	15.99	2849.00	16.37

- C) Department of Central Management Services - Division of Vehicles - (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	July 1, 1990	July 1, 1992
	Mo.	Hr.
Janitor I	2385.00	13.71
Janitor II	2416.00	13.89
Maintenance Equipment Operator	2678.00	15.39
(all divisions)		
Maintenance Worker	2622.00	15.07
Security Guard I	2412.00	13.86
Security Guard II	2460.00	14.14
	2689.00	15.45
	2479.00	14.25
	2527.00	14.52

- A) Departments of Children and Family Services, Corrections, Employment Security, Mental Health & Developmental Disabilities - (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	Jan. 1, 1993	July 1, 1993
	Mo.	Hr.
Maintenance Equipment Operator	2800.00	15.09
	2800.00	2940.00
		16.90

- B) Department of Transportation - Division of Highways - (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	Jan. 1, 1993	July 1, 1993
	Mo.	Hr.
Bridge Mechanic	2833.00	16.28
Bridge Tender	2632.00	15.13
Highway Maintenance Lead Worker	2929.00	16.83
Highway Maintenance Lead Worker	2946.40	16.93
(Bridge Crew)		
Highway Maintenance Lead Worker	2979.00	17.12
(Lead Lead Worker)		
Highway Maintainer	2800.00	16.09
Highway Maintainer	2817.40	16.19
(Bridge Crew)		
Janitor I	2507.00	14.41
Janitor II	2538.00	14.59
Labor Maintenance Lead Worker	2764.00	15.89
	2647.00	15.21
	2678.00	15.39
	2904.00	16.69

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Laborer (Maintenance)	2708.00	15.56	2848.00	16.37
Maintenance Worker	2744.00	15.77	2884.00	16.57
Power Shovel Operator	2850.00	16.38	2990.00	17.18
(Maintenance)				
Security Guard I	2534.00	14.56	2674.00	15.37
Security Guard II	2582.00	14.84	2722.00	15.64
Silk Screen Operator	2904.00	16.69	3044.00	17.49

C) Department of Central Management Services - Division of Vehicles -
(Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

	Jan. 1, 1993	July 1, 1993
Janitor I	Mo.	Mo.
Janitor II	2507.00	2647.00
Maintenance Equipment Operator	2538.00	2678.00
(all divisions)	2800.00	2940.00
Maintenance Worker	2744.00	2884.00
Security Guard I	2534.00	2674.00
Security Guard II	2582.00	2722.00

(Source: Amended at 16 Ill. Reg. _____, effective _____)

Section 310. TABLE F RC-019 (Teamsters Local #25)

A) Department of Transportation - Division of Highways - Downstate -
(All Counties Other Than Cook, DuPage, Kane, Kankakee, Kendall,
Lake, McHenry and Will)

	July 1, 1990	July 1, 1991	July 1, 1992
Bridge Mechanic	Mo.	Mo.	Mo.
Bridge Tender	2711.00	2778.00	2848.00
Deck Hand	2510.00	2577.00	2647.00
Ferry Operator I	2483.00	2550.00	2617.00
Ferry Operator II	2708.00	2775.00	2842.00
Highway Maintenance Lead Worker	2758.00	2825.00	2891.00
Highway Maintenance Lead Worker	2807.00	2874.00	2940.00
(Bridge Crew)	2824.40	2891.40	2958.40
Highway Maintenance Lead Worker	2857.00	2924.00	2991.00
(Lead Worker)			
Highway Maintainer	2678.00	2745.00	2812.00
Highway Maintainer	2695.40	2762.40	2829.40
(Bridge Crew)			
Janitor I	2385.00	2452.00	2519.00
(including Office of Administration)			

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

NOTICE OF PROPOSED AMENDMENTS

Janitor II	2416.00	13.89	2483.00	14.27
(Including Office of Administration)				
Laborer (Maintenance)	2586.00	14.86	2653.00	15.25
Labor Maintenance Lead Worker	2642.00	15.18	2709.00	15.57
Maintenance Worker	2622.00	15.07	2689.00	15.45
(Including Office of Administration)				
Power Shovel Operator	2728.00	15.68	2795.00	16.06
(Maintenance)				
Security Guard I	2412.00	13.86	2479.00	14.25
(Including Office of Administration)				
Security Guard II	2460.00	14.14	2527.00	14.52
(Including Office of Administration)				
Silk Screen Operator	2782.00	15.99	2849.00	16.37

B) Department of Central Management Services - Division of Vehicles -
Downstate - (All Counties Other Than Cook, DuPage, Kane, Kankakee,
Kendall, Lake, McHenry and Will)

	July 1, 1990	July 1, 1991	July 1, 1992
Janitor I	Mo.	Mo.	Mo.
Janitor II	2385.00	2452.00	2519.00
Maintenance Equipment Operator	2416.00	2483.00	2550.00
(all divisions)	2678.00	2745.00	2812.00
Maintenance Worker	2622.00	2689.00	2756.00
Security Guard I	2412.00	2479.00	2546.00
Security Guard II	2460.00	2527.00	2594.00

C) Department of Mental Health & Developmental Disabilities - Lincoln
Developmental Center

	July 1, 1990	July 1, 1991	July 1, 1992
Laborer (Maintenance)	Mo.	Mo.	Mo.
	2586.00	2653.00	2720.00

D) Departments of Children and Family Services, Corrections, Employ-
ment Security, Mental Health & Developmental Disabilities, Public
Aid, Rehabilitation Services, State Police, Veterans' Affairs -
Downstate - (All Counties Other Than Cook, DuPage, Kane, Kankakee,
Kendall, Lake, McHenry and Will)

	July 1, 1990	July 1, 1991	July 1, 1992
Maintenance Equipment Operator	Mo.	Mo.	Mo.
	2678.00	2745.00	2812.00

E) Department of Transportation - Division of Highways - Emergency
Patrol - District #8

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

	July 1, 1990	July 1, 1991	July 1, 1992
	Mo.	Mo.	Mo.
	Hr.	Hr.	Hr.
Highway Maintainer	2753.00	15.82	2820.00
Highway Maintenance Lead Worker	2882.00	16.56	2949.00

F) Department of Conservation

	July 1, 1990	July 1, 1991	July 1, 1992
	Mo.	Mo.	Mo.
	Hr.	Hr.	Hr.
Power Shovel Operator (Maintenance)	2728.00	15.68	2795.00

A) Department of Transportation - Division of Highways - Downstate -
(All Counties Other Than Cook, DuPage, Kane, Kankakee, Kendall,
Lake, McHenry and Will)

	Jan. 1, 1993	July 1, 1993
	Mo.	Mo.
	Hr.	Hr.
Bridge Mechanic	2833.00	16.28
Bridge Tender	2632.00	15.13
Deck Hand	2655.00	15.26
Ferry Operator I	2830.00	16.26
Ferry Operator II	2880.00	16.55
Highway Maintenance Lead Worker	2929.00	16.83
Highway Maintenance Lead Worker (Bridge Crew)	2946.40	16.93
Highway Maintenance Lead Worker (Lead Lead Worker)	2979.00	17.12
Highway Maintainer	2800.00	16.09
Highway Maintainer (Bridge Crew)	2817.40	16.19
Janitor I	2507.00	14.41
Janitor II (including Office of Administration)	2538.00	14.59
(including Office of Administration)	2708.00	15.56
Laborer (Maintenance)	2764.00	15.89
Labor Maintenance Lead Worker	2744.00	15.77
Maintenance Worker (including Office of Administration)	2850.00	16.38
Power Shovel Operator (Maintenance)	2534.00	14.56
Security Guard I (including Office of Administration)	2582.00	14.84
Security Guard II (including Office of Administration)	2904.00	16.69

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

B) Department of Central Management Services - Division of Vehicles -
Downstate - (All Counties Other Than Cook, DuPage, Kane, Kankakee,
Kendall, Lake, McHenry and Will)

	Jan. 1, 1993	July 1, 1993
	Mo.	Mo.
	Hr.	Hr.
Janitor I	2507.00	14.41
Janitor II	2538.00	14.59
Maintenance Equipment Operator (all divisions)	2800.00	16.09
Maintenance Worker	2744.00	15.77
Security Guard I	2534.00	14.56
Security Guard II	2582.00	14.84

C) Department of Mental Health & Developmental Disabilities - Lincoln
Developmental Center

	Jan. 1, 1993	July 1, 1993
	Mo.	Mo.
	Hr.	Hr.
Laborer (Maintenance)	2708.00	15.56

D) Departments of Children and Family Services, Corrections, Employ-
ment Security, Mental Health & Developmental Disabilities, Public
Aid, Rehabilitation Services, State Police, Veterans' Affairs -
Downstate - (All Counties Other Than Cook, DuPage, Kane, Kankakee,
Kendall, Lake, McHenry and Will)

	Jan. 1, 1993	July 1, 1993
	Mo.	Mo.
	Hr.	Hr.
Maintenance Equipment Operator	2800.00	16.09

E) Department of Transportation - Division of Highways - Emergency
Patrol - District #8

	Jan. 1, 1993	July 1, 1993
	Mo.	Mo.
	Hr.	Hr.
Highway Maintainer	2875.00	16.52
Highway Maintenance Lead Worker	3004.00	17.26

F) Department of Conservation

	Jan. 1, 1993	July 1, 1993
	Mo.	Mo.
	Hr.	Hr.
Power Shovel Operator (Maintenance)	2850.00	16.38

(Source: Amended at 16 Ill. Reg. _____, Effective _____)

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

Section 310. TABLE G RC-045 (Automotive Mechanics, ISEA)

A) Departments of Central Management Services and Transportation - Northeast Region - (Cook)

	July 1, 1989	July 1, 1990	July 1, 1991
	Mo.	Mo.	Mo.
Auto & Body Repairer	2498	2609	
Automotive Attendant	1377	1439	
Automotive Mechanic	2498	2609	
Automotive Mechanic's Helper	2313	2414	
Automotive Parts Warehouse I	2347	2448	
Automotive Parts Warehouse II	2396	2503	
*Storekeeper I	2350	2456	
*Storekeeper II	2397	2505	

	July 1, 1992	Jan. 1, 1993	July 1, 1993
	Mo.	Mo.	Mo.
Auto & Body Repairer	2674	2727	2863
Automotive Attendant	1549	1580	1659
Automotive Mechanic	2674	2727	2863
Automotive Mechanic's Helper	2474	2523	2649
Automotive Parts Warehouse I	2309	2359	2687
Automotive Parts Warehouse II	2366	2617	2748
*Storekeeper I	2317	2367	2695
*Storekeeper II	2368	2619	2750

*Serving as Automotive Parts Warehouseurs in Cook County.

B) Departments of Agriculture, Central Management Services, Conservation, Corrections and Transportation - (All Other Counties Except Cook)

	July 1, 1989	Feb. 1, 1990	July 1, 1990
	Mo.	Mo.	Mo.
Auto & Body Repairer	2420	2445	2556
Automotive Attendant	1377	1377	1439
Automotive Mechanic	2420	2445	2556
Automotive Mechanic's Helper	2146	2171	2272
Automotive Parts Warehouse I	2151	2177	2278
Automotive Parts Warehouse II	2342	2367	2474
Automotive Parts Warehouse III	2395	2420	2529
Small Engine Mechanic	2064	2089	2183

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

	Feb. 1, 1991	July 1, 1991	July 1, 1992
	Mo.	Mo.	Mo.
Auto & Body Repairer	2581	2646	
Automotive Attendant	1439	1549	
Automotive Mechanic	2581	2646	
Automotive Mechanic's Helper	2297	2354	
Automotive Parts Warehouse I	2303	2361	
Automotive Parts Warehouse II	2499	2561	
Automotive Parts Warehouse III	2554	2618	
Small Engine Mechanic	2208	2263	

	January 1, 1993	July 1, 1993
	Mo.	Mo.
Auto & Body Repairer	2699	2834
Automotive Attendant	1580	1659
Automotive Mechanic	2699	2834
Automotive Mechanic's Helper	2401	2521
Automotive Parts Warehouse I	2408	2528
Automotive Parts Warehouse II	2612	2743
Automotive Parts Warehouse III	2670	2804
Small Engine Mechanic	2308	2423

(Source: Amended at 16 Ill. Reg. _____, effective _____)

Section 310. TABLE H RC-006 (Corrections Employees, AFSQME)

Effective July 1, 1988

	1	2	3	4	5	6	7
	1	2	3	4	5	6	7
MESSARY-CLERK	1215	1255	1293	1334	1376	1416	1487
MESSARY-MANAGER-I	1255	1294	1341	1382	1423	1468	1538
CORRECTIONAL-OFFICER	1637	1705	1775	1847	1917	1989	2099
CORRECTIONAL-OFFICER-TRAINEE	1398	1450	1507	1560	1619	1675	1761
CORRECTIONAL-SERGEANT	1794	1873	1951	2037	2115	2199	2326
CORRECTIONAL-ADULT-COUNSELOR	1637	1705	1775	1847	1917	1989	2099
CORRECTIONS-AGRICULTURE-LEAD WORKER	1874	1960	2046	2132	2219	2302	2437
CORRECTIONS-AGRICULTURE SUPERVISOR	2066	2165	2265	2358	2460	2559	2711

S-T-E-P-S

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
NOTICE OF PROPOSED AMENDMENTS

CORRECTIONS-CLERK-I	1637--1705--1775--1847--1917--1989--2099
CORRECTIONS-CLERK-II	1794--1873--1951--2037--2115--2199--2326
CORRECTIONS-COMMODITIES	1967--2058--2153--2245--2340--2435--2577
DISTRIBUTION-OFFICER	
CORRECTIONS-COOK-I	1388--1440--1492--1548--1601--1655--1745
CORRECTIONS-COOK-II	1495--1560--1620--1682--1742--1804--1904
CORRECTIONS-FOOD-SERVICE	1794--1873--1951--2037--2115--2199--2326
SUPERVISOR-I	
CORRECTIONS-FOOD-SERVICE	1967--2058--2153--2245--2340--2435--2577
SUPERVISOR-II	
CORRECTIONS-GROUNDS-SUPERVISOR	1874--1960--2046--2132--2219--2302--2437
CORRECTIONS-IDENTIFICATION	1709--1781--1860--1934--2008--2086--2204
TECHNICIAN	
CORRECTIONS-INDUSTRY-LEAD-WKR	1874--1960--2046--2132--2219--2302--2437
CORRECTIONS-LAUNDRY-MANAGER-I	1874--1960--2046--2132--2219--2302--2437
CORRECTIONS-LOCKSMITH	1874--1960--2046--2132--2219--2302--2437
CORRECTIONS-MAINTENANCE	
GRAFTMAN	
CORRECTIONS-MAINTENANCE-WORKER	1709--1781--1860--1934--2008--2086--2204
CORRECTIONS-MEDICAL-TECHNICIAN	1709--1781--1860--1934--2008--2086--2204
CORRECTIONS-PRINTER	1794--1873--1951--2037--2115--2199--2326
CORRECTIONS-RESIDENCE	1709--1781--1860--1934--2008--2086--2204
COUNSELOR-I	
CORRECTIONS-SUPPLY	1709--1781--1860--1934--2008--2086--2204
SUPERVISOR-I	
CORRECTIONS-SUPPLY	1874--1960--2046--2132--2219--2302--2437
SUPERVISOR-II	
CORRECTIONS-TRANSPORTATION	1794--1873--1951--2037--2115--2199--2326
OFFICER-I	
CORRECTIONS-UTILITIES-OPERATOR	1874--1960--2046--2132--2219--2302--2437
CORRECTIONS-VOCATIONAL	1874--1960--2046--2132--2219--2302--2437
INSTRUCTOR	
EDUCATOR-AIDE	1495--1560--1620--1682--1742--1804--1904
HOUSEKEEPER-I	1178--1215--1255--1293--1328--1369--1440
HOUSEKEEPER-II	1215--1255--1293--1328--1369--1416--1487
INSTITUTION-WORKER	1215--1255--1293--1328--1369--1416--1487
LAUNDRY-LEAD-WORKER	1495--1560--1620--1682--1742--1804--1904
LAUNDRY-WORKER	1145--1178--1215--1252--1290--1324--1390
MEAT-CUTTER-I	1255--1294--1341--1383--1423--1468--1538
MEAT-CUTTER-II	1388--1440--1492--1548--1601--1655--1745
PEST-CONTROL-OPERATOR	1495--1560--1620--1682--1742--1804--1904
PROPERTY-&-SUPPLY-CLERK-II	1294--1342--1385--1432--1477--1526--1603
STOCKKEEPER-I	1440--1492--1548--1601--1655--1745
STOCKKEEPER-II	1562--1628--1692--1750--1826--1887--1995
STORES-CLERK	1255--1294--1341--1383--1423--1468--1538
YOUTH-SUPERVISOR-I	1495--1560--1620--1682--1742--1804--1904
YOUTH-SUPERVISOR-II	1637--1705--1775--1847--1917--1989--2099
YOUTH-SUPERVISOR-III	1874--1960--2046--2132--2219--2302--2437
YOUTH-SUPERVISOR-TRAINEE	1398--1450--1507--1560--1619--1675--1761

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
NOTICE OF PROPOSED AMENDMENTS

Effective--July-1--1989

	S-T-E-P-S
1	1--2--3--4--5--6--7
COMMISSARY-CLERK	1258--1299--1338--1381--1424--1466--1539
COMMISSARY-MANAGER-I	1299--1339--1388--1430--1473--1519--1592
CORRECTIONAL-OFFICER	1694--1765--1837--1912--1984--2059--2172
CORRECTIONAL-OFFICER-TRAINEE	1447--1501--1560--1615--1676--1734--1823
CORRECTIONAL-SERGEANT	1857--1939--2019--2108--2189--2276--2407
CORRECTIONAL-YOUTH-COUNSELOR	1694--1765--1837--1912--1984--2059--2172
CORRECTIONS-AGRICULTURE-LEAD	1940--2029--2118--2207--2297--2383--2522
WORKER	
CORRECTIONS-AGRICULTURE	
SUPERVISOR	2138--2241--2344--2441--2546--2649--2806
CORRECTIONS-CLERK-I	1694--1765--1837--1912--1984--2059--2172
CORRECTIONS-CLERK-II	1857--1939--2019--2108--2189--2276--2407
CORRECTIONS-COMMODITIES	2036--2130--2228--2324--2422--2520--2667
DISTRIBUTION-OFFICER	
CORRECTIONS-COOK-I	1437--1490--1544--1602--1657--1713--1806
CORRECTIONS-COOK-II	1547--1615--1677--1741--1803--1867--1971
CORRECTIONS-FOOD-SERVICE	1857--1939--2019--2108--2189--2276--2407
SUPERVISOR-I	
CORRECTIONS-FOOD-SERVICE	2036--2130--2228--2324--2422--2520--2667
SUPERVISOR-II	
CORRECTIONS-GROUNDS-SUPERVISOR	1940--2029--2118--2207--2297--2383--2522
CORRECTIONS-IDENTIFICATION	1769--1843--1925--2002--2078--2159--2281
TECHNICIAN	
CORRECTIONS-INDUSTRY-LEAD-	1940--2029--2118--2207--2297--2383--2522
WORKER	
CORRECTIONS-LAUNDRY-MANAGER-I	1940--2029--2118--2207--2297--2383--2522
CORRECTIONS-LOCKSMITH	1940--2029--2118--2207--2297--2383--2522
CORRECTIONS-MAINTENANCE	
GRAFTMAN	
CORRECTIONS-MAINTENANCE-WORKER	1769--1843--1925--2002--2078--2159--2281
CORRECTIONS-MEDICAL-TECHNICIAN	1769--1843--1925--2002--2078--2159--2281
CORRECTIONS-PRINTER	1857--1939--2019--2108--2189--2276--2407
CORRECTIONS-RESIDENCE	1769--1843--1925--2002--2078--2159--2281
COUNSELOR-I	
CORRECTIONS-SUPPLY-SUPERVISOR-I	1769--1843--1925--2002--2078--2159--2281
CORRECTIONS-SUPPLY-	1940--2029--2118--2207--2297--2383--2522
SUPERVISOR-II	
CORRECTIONS-TRANSPORTATION	1857--1939--2019--2108--2189--2276--2407
OFFICER-I	
CORRECTIONS-UTILITIES-OPERATER	1940--2029--2118--2207--2297--2383--2522
CORRECTIONS-VOCATIONAL	1940--2029--2118--2207--2297--2383--2522
INSTRUCTOR	
EDUCATOR-AIDE	1547--1615--1677--1741--1803--1867--1971
HOUSEKEEPER-I	1219--1258--1299--1337--1374--1417--1490

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

HOUSEKEEPER-II	1258--1299--1338--1381--1424--1466--1539
INSTITUTION-WORKER	1258--1299--1338--1381--1424--1466--1539
LAUNDRY-LEAD-WORKER	1547--1615--1677--1741--1803--1867--1971
LAUNDRY-WORKER	1185--1219--1258--1296--1335--1370--1439
MEAT-CUTTER-I	1299--1339--1388--1430--1473--1519--1592
MEAT-CUTTER-II	1437--1490--1544--1602--1657--1713--1806
PEST-CONTROL-OPERATOR	1547--1615--1677--1741--1803--1867--1971
PROPERTY-&SUPPLY-CLERK-II	1339--1389--1433--1482--1529--1579--1659
STOREKEEPER-I	1490--1545--1608--1665--1731--1787--1882
STOREKEEPER-II	1617--1685--1751--1821--1890--1953--2065
STOCKS-CLERK	1299--1339--1388--1430--1473--1519--1592
YOUTH-SUPERVISOR-I	1547--1615--1677--1741--1803--1867--1971
YOUTH-SUPERVISOR-II	1694--1765--1837--1912--1984--2059--2172
YOUTH-SUPERVISOR-III	1940--2020--2118--2207--2297--2383--2522
YOUTH-SUPERVISOR-TRAINEE	1447--1501--1560--1615--1676--1734--1823

Effective: July 1, 1990 1991

	1	2	3	4	5	6	7
CANINE SPECIALIST	2162	2265	2370	2469	2570	2674	2834
COMMISSARY CLERK	1315	1357	1398	1443	1488	1532	1608
COMMISSARY MANAGER I	1357	1399	1450	1494	1539	1587	1664
CORRECTIONAL OFFICER	1770	1844	1920	1998	2073	2152	2270
CORRECTIONAL OFFICER TRAINEE	1512	1569	1630	1688	1751	1812	1905
CORRECTIONAL SERGEANT	1941	2026	2110	2203	2288	2378	2515
CORRECTIONAL-YOUTH-COUNSELOR	1770--1844--1920--1998--2073--2152--2270						
CORRECTIONS AGRICULTURE	2027	2120	2213	2306	2400	2490	2635
AGRICULTURAL LEAD WORKER	2234	2342	2449	2551	2661	2768	2932
CORRECTIONS AGRICULTURE	1770	1844	1920	1998	2073	2152	2270
AGRICULTURAL SUPERVISOR	1941	2026	2110	2203	2288	2378	2515
CORRECTIONS CLERK I	2128--2226--2328--2429--2531--2633--2787						
CORRECTIONS CLERK II	1502	1557	1613	1674	1732	1790	1887
CORRECTIONS COOK I	1617	1688	1752	1819	1884	1951	2060
CORRECTIONS COOK II	1941	2026	2110	2203	2288	2378	2515
CORRECTIONS FOOD SERVICE	2128	2226	2328	2429	2531	2633	2787
SUPERVISOR I	2027	2120	2213	2306	2400	2490	2635
SUPERVISOR II	1849	1926	2012	2092	2172	2256	2384
CORRECTIONS GROUNDS SUPERVISOR	2027	2120	2213	2306	2400	2490	2635
CORRECTIONS IDENTIFICATION	2027	2120	2213	2306	2400	2490	2635
TECHNICIAN	2027	2120	2213	2306	2400	2490	2635
CORRECTIONS INDUSTRY LEAD WORKER	2027	2120	2213	2306	2400	2490	2635
CORRECTIONS LAUNDRY MANAGER I	2027	2120	2213	2306	2400	2490	2635
CORRECTIONS LOCKSMITH	2027	2120	2213	2306	2400	2490	2635
CORRECTIONS MAINTENANCE CRAFTMAN	2027	2120	2213	2306	2400	2490	2635

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

CORRECTIONS MAINTENANCE WORKER	1849	1926	2012	2092	2172	2256	2384
CORRECTIONS MEDICAL TECHNICIAN	1849	1926	2012	2092	2172	2256	2384
CORRECTIONS PRINTER	1941	2026	2110	2203	2288	2378	2515
CORRECTIONS RESIDENCE COUNSELOR I	1849	1926	2012	2092	2172	2256	2384
CORRECTIONS SUPPLY SUPERVISOR I	1849	1926	2012	2092	2172	2256	2384
CORRECTIONS SUPPLY SUPERVISOR II	2027	2120	2213	2306	2400	2490	2635
CORRECTIONS TRANSPORTATION OFFICER I	1941	2026	2110	2203	2288	2378	2515
CORRECTIONS UTILITIES OPERATOR	2027	2120	2213	2306	2400	2490	2635
CORRECTIONS VOCATIONAL INSTRUCTOR	2027	2120	2213	2306	2400	2490	2635
EDUCATOR AIDE	1617	1688	1752	1819	1884	1951	2060
HOUSEKEEPER-I	1274--1315--1357--1397--1436--1481--1557						
HOUSEKEEPER-II	1315	1357	1398	1443	1488	1532	1608
INSTITUTION-WORKER	1315--1357--1398--1443--1488--1532--1608						
LAUNDRY-LEAD-WORKER	1617--1688--1752--1819--1884--1951--2060						
LAUNDRY-WORKER	1238--1274--1315--1354--1395--1432--1504						
MEAT-CUTTER-I	1357--1399--1450--1494--1539--1587--1664						
MEAT-CUTTER-II	1502--1557--1613--1674--1732--1790--1887						
PEST CONTROL OPERATOR	1617	1688	1752	1819	1884	1951	2060
PROPERTY & SUPPLY CLERK II	1399	1452	1497	1549	1598	1650	1734
STOREKEEPER I	1557	1615	1680	1740	1809	1867	1967
STOREKEEPER II	1690	1761	1830	1903	1975	2041	2158
STORES CLERK	1357	1399	1450	1494	1539	1587	1664
YOUTH SUPERVISOR I	1617	1688	1752	1819	1884	1951	2060
YOUTH SUPERVISOR II	1770	1844	1920	1998	2073	2152	2270
YOUTH SUPERVISOR III	2027	2120	2213	2306	2400	2490	2635
YOUTH SUPERVISOR TRAINEE	1512	1569	1630	1688	1751	1812	1905

NOTE: Effective January 1, 1992, employees who have 15 years of service and have 3 or more years of creditable service on Step 7 in the same pay grade, shall receive an additional \$25.00 monthly.

Effective: July 1, 1992

	1	2	3	4	5	6	7
CANINE SPECIALIST	2216	2322	2429	2531	2634	2741	2905
COMMISSARY CLERK	1348	1391	1433	1479	1525	1570	1648
COMMISSARY MANAGER I	1391	1434	1486	1531	1577	1627	1706
CORRECTIONAL OFFICER	1814	1890	1968	2048	2125	2206	2327
CORRECTIONAL OFFICER TRAINEE	1550	1608	1671	1730	1795	1857	1953
CORRECTIONAL SERGEANT	1990	2077	2163	2258	2345	2437	2578
CORRECTIONS AGRICULTURAL LEAD WORKER	2078	2173	2268	2364	2460	2552	2701
CORRECTIONS AGRICULTURAL SUPERVISOR	2290	2401	2510	2615	2728	2837	3005
CORRECTIONS CLERK I	1814	1890	1968	2048	2125	2206	2327

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

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CORRECTIONS CLERK II	1990	2077	2163	2258	2345	2437	2578
CORRECTIONS COOK I	1540	1596	1653	1716	1775	1835	1934
CORRECTIONS COOK II	1657	1730	1796	1864	1931	2000	2112
CORRECTIONS FOOD SERVICE	1990	2077	2163	2258	2345	2437	2578
SUPERVISOR I	2181	2282	2386	2490	2594	2699	2857
SUPERVISOR II	2078	2173	2268	2364	2460	2552	2701
CORRECTIONS GROUNDS SUPERVISOR	1895	1974	2062	2144	2226	2312	2444
CORRECTIONS IDENTIFICATION	2078	2173	2268	2364	2460	2552	2701
TECHNICIAN	2078	2173	2268	2364	2460	2552	2701
CORRECTIONS INDUSTRY LEAD WORKER	1895	1974	2062	2144	2226	2312	2444
CORRECTIONS LAUNDRY MANAGER I	1990	2077	2163	2258	2345	2437	2578
CORRECTIONS LOCKSMITH	1895	1974	2062	2144	2226	2312	2444
CORRECTIONS MAINTENANCE WORKER	1895	1974	2062	2144	2226	2312	2444
CORRECTIONS MEDICAL TECHNICIAN	1895	1974	2062	2144	2226	2312	2444
CORRECTIONS PRINTER	1895	1974	2062	2144	2226	2312	2444
CORRECTIONS RESIDENCE COUNSELOR I	1895	1974	2062	2144	2226	2312	2444
CORRECTIONS SUPPLY SUPERVISOR I	2078	2173	2268	2364	2460	2552	2701
CORRECTIONS SUPPLY SUPERVISOR II	1990	2077	2163	2258	2345	2437	2578
CORRECTIONS TRANSPORTATION	2078	2173	2268	2364	2460	2552	2701
OFFICER I	1657	1730	1796	1864	1931	2000	2112
CORRECTIONS UTILITIES OPERATOR	1348	1391	1433	1479	1525	1570	1648
CORRECTIONS VOCATIONAL INSTRUCTOR	1657	1730	1796	1864	1931	2000	2112
EDUCATOR AIDE	1434	1488	1534	1588	1638	1691	1777
HOUSEKEEPER II	1668	1730	1800	1863	1937	2000	2107
PEST CONTROL OPERATOR	1810	1886	1960	2039	2116	2186	2311
PROPERTY & SUPPLY CLERK II	1391	1434	1486	1531	1577	1627	1706
STOREKEEPER I	1657	1730	1796	1864	1931	2000	2112
STOREKEEPER II	1814	1890	1968	2048	2125	2206	2327
STORES CLERK	2078	2173	2268	2364	2460	2552	2701
YOUTH SUPERVISOR I	1550	1608	1671	1730	1795	1857	1953
YOUTH SUPERVISOR II							
YOUTH SUPERVISOR III							
YOUTH SUPERVISOR TRAINEE							

Effective: January 1, 1993

S T E P S

1	2	3	4	5	6	7
2260	2368	2478	2582	2687	2796	2963
1375	1419	1462	1509	1556	1601	1681
1419	1463	1516	1562	1609	1660	1740
1850	1928	2007	2089	2168	2250	2374
1581	1640	1704	1765	1831	1894	1992
2030	2119	2206	2303	2392	2486	2630
2120	2216	2313	2411	2509	2603	2755

CANINE SPECIALIST
COMMISSARY CLERK
COMMISSARY MANAGER I
CORRECTIONAL OFFICER
CORRECTIONAL OFFICER TRAINEE
CORRECTIONAL SERGEANT
CORRECTIONS AGRICULTURAL LEAD WORKER

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

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CORRECTIONS AGRICULTURAL SUPERVISOR	2336	2449	2560	2667	2783	2894	3065
CORRECTIONS CLERK I	1850	1928	2007	2089	2168	2250	2374
CORRECTIONS CLERK II	2030	2119	2206	2303	2392	2486	2630
CORRECTIONS COOK I	1571	1628	1686	1750	1811	1872	1973
CORRECTIONS COOK II	1690	1765	1832	1901	1970	2040	2154
CORRECTIONS FOOD SERVICE	2030	2119	2206	2303	2392	2486	2630
SUPERVISOR I	2225	2328	2434	2540	2646	2753	2914
SUPERVISOR II	2120	2216	2313	2411	2509	2603	2755
CORRECTIONS GROUNDS SUPERVISOR	1933	2013	2103	2187	2271	2358	2493
CORRECTIONS IDENTIFICATION	2120	2216	2313	2411	2509	2603	2755
TECHNICIAN	2120	2216	2313	2411	2509	2603	2755
CORRECTIONS INDUSTRY LEAD WORKER	2120	2216	2313	2411	2509	2603	2755
CORRECTIONS LAUNDRY MANAGER I	2120	2216	2313	2411	2509	2603	2755
CORRECTIONS LOCKSMITH	2120	2216	2313	2411	2509	2603	2755
CORRECTIONS MAINTENANCE CRAFTMAN	1933	2013	2103	2187	2271	2358	2493
CORRECTIONS MAINTENANCE WORKER	1933	2013	2103	2187	2271	2358	2493
CORRECTIONS MEDICAL TECHNICIAN	2030	2119	2206	2303	2392	2486	2630
CORRECTIONS PRINTER	1933	2013	2103	2187	2271	2358	2493
CORRECTIONS RESIDENCE COUNSELOR I	1933	2013	2103	2187	2271	2358	2493
CORRECTIONS SUPPLY SUPERVISOR I	2120	2216	2313	2411	2509	2603	2755
CORRECTIONS SUPPLY SUPERVISOR II	2030	2119	2206	2303	2392	2486	2630
CORRECTIONS TRANSPORTATION	2120	2216	2313	2411	2509	2603	2755
OFFICER I	2120	2216	2313	2411	2509	2603	2755
CORRECTIONS UTILITIES OPERATOR	2120	2216	2313	2411	2509	2603	2755
CORRECTIONS VOCATIONAL INSTRUCTOR	1690	1765	1832	1901	1970	2040	2154
EDUCATOR AIDE	1375	1419	1462	1509	1556	1601	1681
HOUSEKEEPER II	1690	1765	1832	1901	1970	2040	2154
PEST CONTROL OPERATOR	1463	1518	1565	1620	1671	1725	1813
PROPERTY & SUPPLY CLERK II	1701	1765	1836	1900	1976	2040	2149
STOREKEEPER I	1846	1924	1999	2080	2158	2230	2357
STOREKEEPER II	1419	1463	1516	1562	1609	1660	1740
STORES CLERK	1690	1765	1832	1901	1970	2040	2154
YOUTH SUPERVISOR I	1850	1928	2007	2089	2168	2250	2374
YOUTH SUPERVISOR II	2120	2216	2313	2411	2509	2603	2755
YOUTH SUPERVISOR III	1581	1640	1704	1765	1831	1894	1992
YOUTH SUPERVISOR TRAINEE							

Effective: July 1, 1993

S T E P S

1	2	3	4	5	6	7
2373	2486	2602	2711	2821	2936	3111
1444	1490	1535	1584	1634	1681	1765
1490	1536	1592	1640	1689	1743	1827
1943	2024	2107	2193	2276	2363	2493
1660	1722	1789	1853	1923	1989	2092

CANINE SPECIALIST
COMMISSARY CLERK
COMMISSARY MANAGER I
CORRECTIONAL OFFICER
CORRECTIONAL OFFICER TRAINEE

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

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CORRECTIONAL SERGEANT	2132	2225	2316	2418	2512	2610	2762
CORRECTIONS AGRICULTURAL LEAD WORKER	2226	2327	2429	2532	2634	2733	2893
CORRECTIONS AGRICULTURAL SUPERVISOR	2453	2571	2688	2800	2922	3039	3218
CORRECTIONS CLERK I	1943	2024	2107	2193	2276	2363	2493
CORRECTIONS CLERK II	2132	2225	2316	2418	2512	2610	2762
CORRECTIONS COOK I	1650	1709	1770	1838	1902	1966	2072
CORRECTIONS COOK II	1775	1853	1924	1996	2069	2142	2262
CORRECTIONS FOOD SERVICE SUPERVISOR I	2132	2225	2316	2418	2512	2610	2762
CORRECTIONS FOOD SERVICE SUPERVISOR II	2336	2444	2556	2667	2778	2891	3060
CORRECTIONS GROUNDS SUPERVISOR	2226	2327	2429	2532	2634	2733	2893
CORRECTIONS IDENTIFICATION TECHNICIAN	2030	2114	2208	2296	2385	2476	2618
CORRECTIONS INDUSTRY LEAD WORKER	2226	2327	2429	2532	2634	2733	2893
CORRECTIONS LAUNDRY MANAGER I	2226	2327	2429	2532	2634	2733	2893
CORRECTIONS LOCKSMITH	2226	2327	2429	2532	2634	2733	2893
CORRECTIONS MAINTENANCE CRAFTSMAN	2030	2114	2208	2296	2385	2476	2618
CORRECTIONS MAINTENANCE WORKER	2030	2114	2208	2296	2385	2476	2618
CORRECTIONS MEDICAL TECHNICIAN	2030	2114	2208	2296	2385	2476	2618
CORRECTIONS PRINTER	2132	2225	2316	2418	2512	2610	2762
CORRECTIONS RESIDENCE COUNSELOR I	2030	2114	2208	2296	2385	2476	2618
CORRECTIONS SUPPLY SUPERVISOR I	2030	2114	2208	2296	2385	2476	2618
CORRECTIONS SUPPLY SUPERVISOR II	2226	2327	2429	2532	2634	2733	2893
CORRECTIONS TRANSPORTATION OFFICER I	2132	2225	2316	2418	2512	2610	2762
CORRECTIONS UTILITIES OPERATOR	2226	2327	2429	2532	2634	2733	2893
CORRECTIONS VOCATIONAL INSTRUCTOR	2226	2327	2429	2532	2634	2733	2893
EDUCATOR AIDE	1775	1853	1924	1996	2069	2142	2262
HOUSEKEEPER II	1444	1490	1535	1584	1634	1681	1765
PEST CONTROL OPERATOR	1775	1853	1924	1996	2069	2142	2262
PROPERTY & SUPPLY CLERK II	1536	1594	1643	1701	1755	1811	1904
STOREKEEPER I	1786	1853	1928	1995	2075	2142	2256
STOREKEEPER II	1938	2020	2099	2184	2266	2342	2475
STORES CLERK	1490	1536	1592	1640	1689	1743	1827
YOUTH SUPERVISOR I	1775	1853	1924	1996	2069	2142	2262
YOUTH SUPERVISOR II	1943	2024	2107	2193	2276	2363	2493
YOUTH SUPERVISOR III	2226	2327	2429	2532	2634	2733	2893
YOUTH SUPERVISOR TRAINEE	1660	1722	1789	1853	1923	1989	2092

(Source: Amended at 16 Ill. Reg. _____, effective _____)

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

Section 310. TABLE I RC-009 (Institutional Employees, AFSQME)

Effective--July-1,-1989

	1	2	3	4	5	6	7
ACTIVITY PROGRAM-AIDE-I	1232	1279	1329	1381	1435	1490	1548
ACTIVITY PROGRAM-AIDE-II	1270	1319	1369	1422	1477	1534	1593
APPAREL-DRY-GOODS-SPEG-I	1258	1299	1338	1381	1424	1466	1539
APPAREL-DRY-GOODS-SPEG-II	1339	1389	1433	1482	1529	1579	1659
APPAREL-DRY-GOODS-SPEG-III	1547	1615	1677	1741	1803	1867	1971
ATTENDANT	1232	1279	1329	1381	1435	1490	1548
BAKER-HELPER	1219	1258	1299	1337	1374	1417	1490
BLACKSMITH	1490	1545	1608	1665	1731	1787	1882
BRAILLE-PRINTER	1299	1339	1388	1430	1473	1519	1592
CHILDREN'S-SHELTER-CARE ASSOCIATE	1505	1563	1625	1686	1751	1818	1900
COMMISSARY-CLERK	1219	1258	1299	1337	1374	1417	1490
COMMISSARY-MANAGER-I	1258	1299	1338	1381	1424	1466	1539
COMMISSARY-MANAGER-II	1389	1437	1486	1540	1589	1643	1733
COMMUNITY-WORKER-I	1437	1490	1544	1602	1657	1713	1806
COMMUNITY-WORKER-II	1490	1545	1608	1665	1731	1787	1882
COOK-I	1299	1339	1388	1430	1473	1519	1592
COOK-II	1389	1437	1486	1540	1589	1643	1733
EDUCATOR-AIDE	1505	1563	1625	1686	1751	1818	1900
FLORIST-I	1299	1339	1388	1430	1473	1519	1592
FLORIST-II	1547	1615	1677	1741	1803	1867	1971
POSTER GRANDPARENT	1159	1194	1232	1267	1304	1339	1399
INSTITUTIONAL-WORKER	1219	1258	1299	1337	1374	1417	1490
INSTITUTIONAL-MAINTENANCE WORKER	1366	1417	1461	1512	1560	1610	1693
LAUNDRY-LEAD WORKER	1389	1437	1486	1540	1589	1643	1733
LAUNDRY-WORKER	1219	1258	1299	1337	1374	1417	1490
LICENSED-PRACTICAL-NURSE-I	1451	1507	1565	1625	1688	1753	1824
LICENSED-PRACTICAL-NURSE-II	1522	1581	1643	1706	1772	1840	1914
LOCKSMITH	1714	1787	1863	1938	2012	2089	2208
MEAT-GUTTER-I	1258	1299	1338	1381	1424	1466	1539
MEAT-GUTTER-II	1389	1437	1486	1540	1589	1643	1733
MENTAL-HEALTH-TECHNICIAN-I	1270	1319	1369	1422	1477	1534	1593
MENTAL-HEALTH-TECHNICIAN-II	1353	1406	1459	1515	1574	1635	1698
MENTAL-HEALTH-TECHNICIAN-III	1402	1456	1512	1570	1631	1694	1760
MENTAL-HEALTH-TECHNICIAN-IV	1451	1507	1565	1625	1688	1753	1824
MENTAL-HEALTH-TECHNICIAN-V	1505	1563	1625	1686	1751	1818	1900
MENTAL-HEALTH-TECHNICIAN-VI	1522	1581	1643	1706	1772	1840	1914
MENTAL-HEALTH-TECHNICIAN-TRN-I	1186	1219	1261	1299	1335	1374	1444
MENTAL-HEALTH-TECHNICIAN-TRN-II	1394	1447	1499	1555	1606	1660	1748
MUSICIAN	1402	1456	1512	1570	1631	1694	1760
NURSING-ASSISTANT	1353	1406	1459	1515	1574	1635	1698

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

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POST-CONTROL-OPERATOR	1490-1545	-1608	-1665	-1731	-1787	-1882
PHYSICAL-THERAPY-AIDE-I	1232-1279	-1329	-1381	-1435	-1490	-1548
PHYSICAL-THERAPY-AIDE-II	1353-1406	-1459	-1515	-1574	-1635	-1698
PHYSICAL-THERAPY-AIDE-III	1505-1563	-1625	-1686	-1751	-1818	-1900
REHAB-WORKSHOP-INSTRUCTOR-I	1402-1456	-1512	-1570	-1631	-1694	-1760
REHAB-WORKSHOP-INSTRUCTOR-II	1563-1631	-1693	-1758	-1821	-1889	-1990
RESIDENTIAL-CARE-WORKER	1505-1563	-1625	-1686	-1751	-1818	-1900
RESIDENTIAL-CARE-WORKER-TRAINEE	1394-1447	-1499	-1555	-1606	-1660	-1748
SECURITY-THERAPY-AIDE-I	1694-1765	-1837	-1912	-1984	-2059	-2172
SECURITY-THERAPY-AIDE-II	1857-1929	-2019	-2108	-2189	-2276	-2407
SECURITY-THERAPY-AIDE-III	1940-2029	-2118	-2207	-2297	-2383	-2522
SECURITY-THERAPY-AIDE-TRAINEE	1447-1501	-1560	-1615	-1676	-1734	-1823
SOCIAL-SERVICE-AIDE-I	1402-1456	-1512	-1570	-1631	-1694	-1760
SOCIAL-SERVICE-AIDE-II	1505-1563	-1625	-1686	-1751	-1818	-1900
SOCIAL-SERVICE-AIDE-TRAINEE	1219-1261	-1301	-1339	-1383	-1422	-1495
SUPPORT-SERVICES-SUPERVISOR-I	1437-1490	-1544	-1602	-1657	-1713	-1806
SUPPORT-SERVICES-SUPERVISOR-II	1547-1615	-1677	-1741	-1803	-1867	-1971
SUPPORT-SERVICES-WORKER-I	1219-1261	-1301	-1339	-1383	-1422	-1495
SUPPORT-SERVICES-WORKER-II	1299-1339	-1388	-1430	-1473	-1519	-1592
SUPPORT-SERVICES-WORKER-III	1769-1843	-1925	-2002	-2078	-2159	-2281
TRANSPORTATION-OPERATOR	1857-1939	-2019	-2108	-2189	-2276	-2407

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	S	T	E	P	S		
	1	2	3	4	5	6	7
CLINICAL-LABORATORY-ASSOCIATE	1347	1394	1442	1492	1541	1591	1677
CLINICAL-LABORATORY	1303	1347	1391	1437	1483	1531	1610
PHLEBOTOMIST							
CLINICAL-LABORATORY	1503	1567	1625	1687	1746	1810	1909
TECHNICIAN-I							
CLINICAL-LABORATORY	1643	1712	1778	1851	1919	1990	2102
TECHNICIAN-II							
LABORATORY-ASSISTANT	1219	1261	1301	1339	1383	1422	1495
LABORATORY-ASSOCIATE-I	1503	1567	1625	1687	1746	1810	1909
LABORATORY-ASSOCIATE-II	1643	1712	1778	1851	1919	1990	2102

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	1	2	3	4	5	6	S-T-E-P-S
ACTIVITY-PROGRAM-AIDE-I	1232	1279	1381	1329	1435	1490	1563
ACTIVITY-PROGRAM-AIDE-II	1270	1319	1369	1422	1477	1534	1609
APPENDANT	1232	1279	1329	1381	1435	1490	1563
CHILDREN'S-SHELTER-CARE	1505	1563	1625	1686	1751	1818	1919
ASSOCIATE	1505	1563	1625	1686	1751	1818	1919
EDUCATOR-AIDE	1451	1507	1565	1625	1688	1753	1842
LICENSED-PRACTICAL-NURSE-I	1451	1507	1565	1625	1688	1753	1842

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

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LICENSED-PRACTICAL-NURSE-II	1522-1581-1643-1706-1772-1840-1933
MENTAL-HEALTH-TECHNICIAN-I	1270-1319-1369-1422-1477-1534-1609
MENTAL-HEALTH-TECHNICIAN-II	1353-1406-1459-1515-1574-1635-1715
MENTAL-HEALTH-TECHNICIAN-III	1402-1456-1512-1570-1631-1694-1778
MENTAL-HEALTH-TECHNICIAN-IV	1451-1507-1565-1625-1688-1753-1842
MENTAL-HEALTH-TECHNICIAN-V	1505-1563-1625-1686-1751-1818-1919
MENTAL-HEALTH-TECHNICIAN-VI	1522-1581-1643-1706-1772-1840-1933
MUSICIAN	1402-1456-1512-1570-1631-1694-1778
NURSING-ASSISTANT	1353-1406-1459-1515-1574-1635-1715
PHYSICAL-THERAPY-AIDE-I	1322-1379-1439-1491-1545-1609-1663
PHYSICAL-THERAPY-AIDE-II	1353-1406-1459-1515-1574-1635-1715
PHYSICAL-THERAPY-AIDE-III	1505-1563-1625-1686-1751-1818-1919
REHAB-WORKSHOP-INSTRUCTOR-I	1402-1456-1512-1570-1631-1694-1778
REHAB-WORKSHOP-INSTRUCTOR-II	1563-1631-1693-1758-1821-1889-2010
RESIDENTIAL-CARE-WORKER	1505-1563-1625-1686-1751-1818-1919
SOCIAL-SERVICE-AIDE-I	1402-1456-1512-1570-1631-1694-1778
SOCIAL-SERVICE-AIDE-II	1505-1563-1625-1686-1751-1818-1919

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	S T E P S						
	1	2	3	4	5	6	7
ACTIVITY PROGRAM AIDE I	1287	1337	1389	1443	1500	1557	1633
ACTIVITY PROGRAM AIDE II	1327	1378	1431	1486	1543	1603	1681
APPAREL-DRY GOODS SPEC I	1315	1357	1398	1443	1488	1532	1608
APPAREL-DRY GOODS SPEC II	1399	1452	1497	1549	1598	1650	1734
APPAREL-DRY GOODS SPEC III	1617	1688	1752	1819	1884	1951	2060
ATTENDANT	1287	1337	1389	1443	1500	1557	1633
BAKER-HELPER	1274	1315	1357	1397	1436	1481	1557
BLACKSMITH	1557	1615	1680	1740	1809	1867	1967
BRAILLE-PRINTER	1357	1399	1450	1494	1539	1587	1664
CHILDREN'S SHELTER CARE ASSOCIATE	1573	1633	1698	1762	1830	1900	2005
CLINICAL LABORATORY ASSOCIATE	1408	1457	1507	1559	1610	1663	1752
CLINICAL LABORATORY PHLEBOTOMIST	1362	1408	1454	1502	1550	1600	1682
CLINICAL LABORATORY TECHNICIAN I	1571	1638	1698	1763	1825	1891	1995
CLINICAL LABORATORY TECHNICIAN II	1717	1789	1858	1934	2005	2080	2197
COMMISSARY CLERK	1274	1315	1357	1397	1436	1481	1557
COMMISSARY MANAGER I	1315	1357	1398	1443	1488	1532	1608
COMMISSARY MANAGER II	1452	1502	1553	1609	1661	1717	1811
COMMUNITY-WORKER-I	1502	1557	1613	1674	1732	1790	1887
COMMUNITY-WORKER-II	1557	1615	1680	1740	1809	1867	1967
COOK I	1357	1399	1450	1494	1539	1587	1664
COOK II	1452	1502	1553	1609	1661	1717	1811
EDUCATOR AIDE	1573	1633	1698	1762	1830	1900	2005
	1617	1688	1752	1819	1884	1951	2060
FLORIST-I	1357	1399	1450	1494	1539	1587	1664
FLORIST II	1617	1688	1752	1819	1884	1951	2060
POSTER-GRANDPARENT	1211	1248	1287	1324	1363	1399	1462
INSTITUTION-WORKER	1274	1315	1357	1397	1438	1481	1557

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

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INSTITUTIONAL MAINTENANCE WORKER	1427	1481	1527	1580	1630	1682	1769
LABORATORY ASSISTANT	1274	1318	1360	1399	1445	1486	1562
LABORATORY ASSOCIATE I	1571	1638	1698	1763	1825	1891	1995
LABORATORY ASSOCIATE II	1717	1789	1858	1934	2005	2080	2197
LAUNDRY-LEAD-WORKER	1452--1502	1553--1609	1661--1717	1768--1811	1861--1911	1961--2011	2061--2111
LAUNDRY-WORKER	1274--1315	1355--1397	1436--1481	1527--1571	1611--1656	1691--1736	1771--1816
LICENSED PRACTICAL NURSE I	1516	1575	1635	1698	1764	1832	1925
LICENSED PRACTICAL NURSE II	1590	1652	1717	1783	1852	1923	2020
LOCKSMITH	1791	1867	1947	2025	2103	2183	2307
MEAT-CUTTER-I	1315--1357	1398--1443	1488--1532	1577--1621	1661--1706	1746--1791	1831--1876
MEAT-CUTTER-II	1452--1502	1553--1609	1661--1717	1768--1811	1861--1911	1961--2011	2061--2111
MENTAL HEALTH TECHNICIAN I	1327	1378	1431	1486	1543	1603	1681
MENTAL HEALTH TECHNICIAN II	1414	1469	1525	1583	1645	1709	1792
MENTAL HEALTH TECHNICIAN III	1465	1522	1580	1641	1704	1770	1858
MENTAL HEALTH TECHNICIAN IV	1516	1575	1635	1698	1764	1832	1925
MENTAL HEALTH TECHNICIAN V	1573	1633	1698	1762	1830	1900	2005
MENTAL HEALTH TECHNICIAN VI	1590	1652	1717	1783	1852	1923	2020
MENTAL HEALTH TECHNICIAN TRN I	1239	1274	1318	1357	1395	1436	1509
MENTAL HEALTH TECHNICIAN TRN II	1457	1512	1566	1625	1678	1735	1827
MUSICIAN	1465	1522	1580	1641	1704	1770	1858
NURSING ASSISTANT	1414	1469	1525	1583	1645	1709	1792
PEST CONTROL OPERATOR	1557	1615	1680	1740	1809	1867	1967
PHYSICAL THERAPY AIDE I	1287	1337	1389	1443	1500	1557	1633
PHYSICAL THERAPY AIDE II	1414	1469	1525	1583	1645	1709	1792
PHYSICAL THERAPY AIDE III	1573	1633	1698	1762	1830	1900	2005
REHAB WORKSHOP INSTRUCTOR I	1465	1522	1580	1641	1704	1770	1858
REHAB WORKSHOP INSTRUCTOR II	1633	1704	1769	1837	1903	1974	2100
RESIDENTIAL CARE WORKER	1573	1633	1698	1762	1830	1900	2005
RESIDENTIAL CARE WORKER TRAINEE	1457	1512	1566	1625	1678	1735	1827
SECURITY THERAPY AIDE I	1770	1844	1920	1998	2073	2152	2270
SECURITY THERAPY AIDE II	1941	2026	2110	2203	2288	2378	2515
SECURITY THERAPY AIDE III	2027	2120	2213	2306	2400	2490	2635
SECURITY THERAPY AIDE TRAINEE	1512	1569	1630	1688	1751	1812	1905
SOCIAL SERVICE AIDE I	1465	1522	1580	1641	1704	1770	1858
SOCIAL SERVICE AIDE II	1573	1633	1698	1762	1830	1900	2005
SOCIAL SERVICE AIDE TRAINEE	1274	1318	1360	1399	1445	1486	1562
SUPPORT SERVICES SUPERVISOR I	1502	1557	1613	1674	1732	1790	1887
SUPPORT SERVICES SUPERVISOR II	1617	1688	1752	1819	1884	1951	2060
SUPPORT SERVICES WORKER I	1274	1315	1357	1397	1436	1481	1557
SUPPORT SERVICES WORKER III	1357	1399	1450	1494	1539	1587	1664
TRANSPORTATION COORDINATOR	1849	1926	2012	2092	2172	2256	2384
TRANSPORTATION OFFICER I	1941	2026	2110	2203	2288	2378	2515
VETERANS NURSING ASSISTANT -	1465	1522	1580	1641	1704	1770	1858

NOTE: Effective January 1, 1992, employees who have 15 years of service and have 3 or more years of creditable service on Step / In the same pay grade, shall receive an additional \$25.00 monthly.

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

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Effective: July 1, 1992

	1	2	3	4	5	6	7
ACTIVITY PROGRAM AIDE I	1319	1370	1424	1479	1538	1596	1674
ACTIVITY PROGRAM AIDE II	1360	1412	1467	1523	1582	1643	1723
APPAREL-DRY GOODS SPEC I	1348	1391	1433	1479	1525	1570	1648
APPAREL-DRY GOODS SPEC II	1434	1488	1534	1588	1638	1691	1777
APPAREL-DRY GOODS SPEC III	1657	1730	1796	1864	1931	2000	2112
ATTENDANT	1319	1370	1424	1479	1538	1596	1674
CHILDREN'S SHELTER CARE ASSOC	1612	1674	1740	1806	1876	1948	2055
CLINICAL LABORATORY ASSOCIATE	1443	1493	1545	1598	1650	1705	1796
CLINICAL LABORATORY PHLEBOTOMIST	1396	1443	1490	1540	1589	1640	1724
CLINICAL LABORATORY TECHNICIAN I	1610	1679	1740	1807	1871	1938	2045
CLINICAL LABORATORY TECHNICIAN II	1760	1834	1904	1982	2055	2132	2252
COMMISSARY CLERK	1306	1348	1391	1432	1472	1518	1596
COMMISSARY MANAGER I	1348	1391	1433	1479	1525	1570	1648
COMMISSARY MANAGER II	1488	1540	1592	1649	1703	1760	1856
COOK I	1391	1434	1486	1531	1577	1627	1706
COOK II	1488	1540	1592	1649	1703	1760	1856
EDUCATOR AIDE	1657	1730	1796	1864	1931	2000	2112
FLORIST II	1657	1730	1796	1864	1931	2000	2112
INSTITUTIONAL MAINTENANCE WKR	1463	1518	1565	1620	1671	1724	1813
LABORATORY ASSISTANT	1306	1351	1394	1434	1481	1523	1601
LABORATORY ASSOCIATE I	1610	1679	1740	1807	1871	1938	2045
LABORATORY ASSOCIATE II	1760	1834	1904	1982	2055	2132	2252
LICENSED PRACTICAL NURSE I	1534	1614	1676	1740	1808	1878	1973
LICENSED PRACTICAL NURSE II	1630	1693	1760	1828	1898	1971	2071
LOCKSMITH	1836	1914	1996	2076	2156	2238	2365
MENTAL HEALTH TECHNICIAN I	1360	1412	1467	1523	1582	1643	1723
MENTAL HEALTH TECHNICIAN II	1449	1506	1563	1623	1686	1752	1837
MENTAL HEALTH TECHNICIAN III	1502	1560	1620	1682	1747	1814	1904
MENTAL HEALTH TECHNICIAN IV	1534	1614	1676	1740	1808	1878	1973
MENTAL HEALTH TECHNICIAN V	1612	1674	1740	1806	1876	1948	2055
MENTAL HEALTH TECHNICIAN VI	1630	1693	1760	1828	1898	1971	2071
MENTAL HEALTH TECHNICIAN TRN I	1270	1306	1351	1391	1430	1472	1547
MENTAL HEALTH TECHNICIAN TRN II	1493	1550	1605	1666	1720	1778	1854
MUSICIAN	1449	1506	1563	1623	1686	1752	1837
NURSING ASSISTANT	1596	1655	1722	1784	1854	1914	2016
PEST CONTROL OPERATOR	1319	1370	1424	1479	1538	1596	1674
PHYSICAL THERAPY AIDE I	1449	1506	1563	1623	1686	1752	1837
PHYSICAL THERAPY AIDE II	1612	1674	1740	1806	1876	1948	2055
PHYSICAL THERAPY AIDE III	1502	1560	1620	1682	1747	1814	1904
REHAB WORKSHOP INSTRUCTOR I	1674	1747	1813	1883	1951	2023	2153
RESIDENTIAL CARE WORKER	1612	1674	1740	1806	1876	1948	2055
RESIDENTIAL CARE WORKER TRN	1493	1550	1605	1666	1720	1778	1873
SECURITY THERAPY AIDE I	1814	1890	1968	2048	2125	2206	2327

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SECURITY THERAPY AIDE II	1990	2077	2163	2258	2345	2437	2578
SECURITY THERAPY AIDE III	2078	2173	2268	2364	2460	2552	2701
SECURITY THERAPY AIDE TRAINEE	1550	1608	1671	1730	1795	1857	1953
SOCIAL SERVICE AIDE I	1502	1560	1620	1682	1747	1814	1904
SOCIAL SERVICE AIDE II	1612	1674	1740	1806	1876	1948	2055
SOCIAL SERVICE AIDE TRAINEE	1306	1351	1394	1434	1481	1523	1601
SUPPORT SERVICES SUPERVISOR I	1540	1596	1653	1716	1775	1835	1934
SUPPORT SERVICES SUPERVISOR II	1657	1730	1796	1864	1931	2000	2112
SUPPORT SERVICES WORKER I	1348	1391	1433	1479	1525	1571	1648
SUPPORT SERVICES WORKER III	1434	1488	1534	1588	1638	1691	1777
TRANSPORTATION COORDINATOR	1895	1974	2062	2144	2226	2312	2444
TRANSPORTATION OFFICER I	1990	2077	2163	2258	2345	2437	2578
VETERANS NURSING ASSISTANT - CERTIFIED	1502	1560	1620	1682	1747	1814	1904

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S T E P S

	1	2	3	4	5	6	7
ACTIVITY PROGRAM AIDE I	1345	1397	1452	1509	1569	1628	1707
ACTIVITY PROGRAM AIDE II	1387	1440	1496	1553	1614	1676	1757
APPAREL-DRY GOODS SPEC I	1375	1419	1462	1509	1556	1601	1681
APPAREL-DRY GOODS SPEC II	1463	1518	1565	1620	1671	1725	1813
APPAREL-DRY GOODS SPEC III	1690	1765	1832	1901	1970	2040	2154
ATTENDANT	1345	1397	1452	1509	1569	1628	1707
CHILDREN'S SHELTER CARE ASSOC	1644	1707	1775	1842	1914	1987	2096
CLINICAL LABORATORY PHLEBOTOMIST	1472	1523	1576	1630	1683	1739	1832
CLINICAL LABORATORY PHLEBOTOMIST	1424	1472	1520	1571	1621	1673	1758
CLINICAL LABORATORY TECHNICIAN I	1642	1713	1775	1843	1908	1977	2086
CLINICAL LABORATORY TECHNICIAN II	1795	1871	1942	2022	2096	2175	2297
COMMISSARY CLERK	1332	1375	1419	1461	1501	1548	1628
COMMISSARY MANAGER I	1375	1419	1462	1509	1556	1601	1681
COMMISSARY MANAGER II	1518	1571	1624	1682	1737	1795	1893
COOK I	1419	1463	1516	1562	1609	1660	1740
COOK II	1518	1571	1624	1682	1737	1795	1893
EDUCATOR AIDE	1690	1765	1832	1901	1970	2040	2154
FLORIST II	1690	1765	1832	1901	1970	2040	2154
INSTITUTIONAL MAINTENANCE WKR	1492	1548	1596	1652	1704	1758	1849
LABORATORY ASSISTANT	1332	1378	1422	1463	1511	1553	1633
LABORATORY ASSOCIATE I	1642	1713	1775	1843	1908	1977	2086
LABORATORY ASSOCIATE II	1795	1871	1942	2022	2096	2175	2297
LICENSED PRACTICAL NURSE I	1585	1646	1710	1775	1844	1916	2012
LICENSED PRACTICAL NURSE II	1663	1727	1795	1865	1936	2010	2112
LOCKSMITH	1873	1952	2036	2118	2199	2283	2412
MENTAL HEALTH TECHNICIAN I	1387	1440	1496	1553	1614	1676	1757
MENTAL HEALTH TECHNICIAN II	1478	1536	1594	1655	1720	1787	1874
MENTAL HEALTH TECHNICIAN III	1532	1591	1652	1716	1782	1850	1942
MENTAL HEALTH TECHNICIAN IV	1585	1646	1710	1775	1844	1916	2012

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MENTAL HEALTH TECHNICIAN V	1644	1707	1775	1842	1914	1987	2096
MENTAL HEALTH TECHNICIAN VI	1663	1727	1795	1865	1936	2010	2112
MENTAL HEALTH TECHNICIAN TRN I	1295	1332	1378	1419	1459	1501	1578
MENTAL HEALTH TECHNICIAN TRN II	1523	1581	1637	1699	1754	1814	1910
MUSICIAN	1532	1591	1652	1716	1782	1850	1942
NURSING ASSISTANT	1478	1536	1594	1655	1720	1787	1874
PEST CONTROL OPERATOR	1628	1688	1756	1820	1891	1952	2056
PHYSICAL THERAPY AIDE I	1345	1397	1452	1509	1569	1628	1707
PHYSICAL THERAPY AIDE II	1478	1536	1594	1655	1720	1787	1874
PHYSICAL THERAPY AIDE III	1644	1707	1775	1842	1914	1987	2096
REHAB WORKSHOP INSTRUCTOR I	1532	1591	1652	1716	1782	1850	1942
REHAB WORKSHOP INSTRUCTOR II	1707	1782	1849	1921	1990	2063	2196
RESIDENTIAL CARE WORKER	1644	1707	1775	1842	1914	1987	2096
RESIDENTIAL CARE WORKER TRN	1523	1581	1637	1699	1754	1814	1910
SECURITY THERAPY AIDE I	1850	1928	2007	2089	2168	2250	2374
SECURITY THERAPY AIDE II	2030	2119	2206	2303	2392	2486	2630
SECURITY THERAPY AIDE III	2120	2216	2313	2411	2509	2603	2755
SECURITY THERAPY AIDE TRAINEE	1581	1640	1704	1765	1831	1894	1992
SOCIAL SERVICE AIDE I	1532	1591	1652	1716	1782	1850	1942
SOCIAL SERVICE AIDE II	1644	1707	1775	1842	1914	1987	2096
SOCIAL SERVICE AIDE TRAINEE	1332	1378	1422	1463	1511	1553	1633
SUPPORT SERVICES SUPERVISOR I	1571	1628	1686	1750	1811	1872	1973
SUPPORT SERVICES SUPERVISOR II	1690	1765	1832	1901	1970	2040	2154
SUPPORT SERVICES WORKER I	1375	1419	1462	1509	1556	1601	1681
SUPPORT SERVICES WORKER II	1463	1518	1565	1620	1671	1725	1813
TRANSPORTATION COORDINATOR	1933	2013	2103	2187	2271	2358	2493
TRANSPORTATION OFFICER I	2030	2119	2206	2303	2392	2486	2630
VETERANS NURSING ASSISTANT - CERTIFIED	1532	1591	1652	1716	1782	1850	1942

Effective: July 1, 1993

S T E P S

	1	2	3	4	5	6	7
ACTIVITY PROGRAM AIDE I	1412	1467	1525	1584	1647	1709	1792
ACTIVITY PROGRAM AIDE II	1456	1512	1571	1631	1695	1760	1845
APPAREL-DRY GOODS SPEC I	1444	1490	1535	1584	1634	1681	1765
APPAREL-DRY GOODS SPEC II	1536	1594	1643	1701	1755	1811	1904
APPAREL-DRY GOODS SPEC III	1775	1853	1924	1996	2069	2142	2262
ATTENDANT	1412	1467	1525	1584	1647	1709	1792
CHILDREN'S SHELTER CARE ASSOC	1726	1792	1864	1934	2010	2086	2201
CLINICAL LABORATORY PHLEBOTOMIST	1546	1599	1655	1712	1767	1826	1924
CLINICAL LABORATORY PHLEBOTOMIST	1495	1546	1596	1650	1702	1757	1846
CLINICAL LABORATORY TECHNICIAN I	1724	1799	1864	1935	2003	2076	2190
CLINICAL LABORATORY TECHNICIAN II	1885	1965	2039	2123	2201	2284	2412
COMMISSARY CLERK	1399	1444	1490	1534	1576	1625	1709
COMMISSARY MANAGER I	1444	1490	1535	1584	1634	1681	1765
COMMISSARY MANAGER II	1594	1650	1705	1766	1824	1885	1988

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

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COOK I	1490	1536	1592	1640	1689	1743	1827
COOK II	1594	1650	1705	1766	1824	1885	1988
EDUCATOR AIDE	1775	1853	1924	1996	2069	2142	2262
FLORIST II	1567	1625	1676	1735	1789	1846	1941
INSTITUTIONAL MAINTENANCE WKR	1399	1447	1493	1536	1587	1631	1715
LABORATORY ASSISTANT	1724	1799	1864	1935	2003	2076	2190
LABORATORY ASSOCIATE II	1885	1965	2039	2123	2201	2284	2412
LICENSED PRACTICAL NURSE I	1664	1728	1796	1864	1936	2012	2113
LICENSED PRACTICAL NURSE II	1746	1813	1885	1958	2033	2111	2218
LOCKSMITH	1967	2050	2138	2224	2309	2397	2533
MENTAL HEALTH TECHNICIAN I	1456	1512	1571	1631	1695	1760	1845
MENTAL HEALTH TECHNICIAN II	1552	1613	1674	1738	1806	1876	1968
MENTAL HEALTH TECHNICIAN III	1609	1671	1735	1802	1871	1943	2039
MENTAL HEALTH TECHNICIAN IV	1664	1728	1796	1864	1936	2012	2113
MENTAL HEALTH TECHNICIAN V	1726	1792	1864	1934	2010	2086	2201
MENTAL HEALTH TECHNICIAN VI	1746	1813	1885	1958	2033	2111	2218
MENTAL HEALTH TECHNICIAN TRN I	1360	1399	1447	1490	1532	1576	1657
MENTAL HEALTH TECHNICIAN TRN II	1599	1660	1719	1784	1842	1905	2006
MUSICIAN	1609	1671	1735	1802	1871	1943	2039
NURSING ASSISTANT	1552	1613	1674	1738	1806	1876	1968
PEST CONTROL OPERATOR	1709	1772	1844	1911	1986	2050	2159
PHYSICAL THERAPY AIDE I	1412	1467	1525	1584	1647	1709	1792
PHYSICAL THERAPY AIDE II	1552	1613	1674	1738	1806	1876	1968
PHYSICAL THERAPY AIDE III	1726	1792	1864	1934	2010	2086	2201
REHAB WORKSHOP INSTRUCTOR I	1609	1671	1735	1802	1871	1943	2039
REHAB WORKSHOP INSTRUCTOR II	1792	1871	1941	2017	2090	2166	2306
RESIDENTIAL CARE WORKER	1726	1792	1864	1934	2010	2086	2201
RESIDENTIAL CARE WORKER TRN	1599	1660	1719	1784	1842	1905	2006
SECURITY THERAPY AIDE I	1943	2024	2107	2193	2276	2363	2493
SECURITY THERAPY AIDE II	2132	2225	2316	2418	2512	2610	2762
SECURITY THERAPY AIDE III	2226	2327	2429	2532	2634	2733	2893
SECURITY THERAPY AIDE TRAINEE	1660	1722	1789	1853	1923	1989	2092
SOCIAL SERVICE AIDE I	1609	1671	1735	1802	1871	1943	2039
SOCIAL SERVICE AIDE II	1726	1792	1864	1934	2010	2086	2201
SOCIAL SERVICE AIDE TRAINEE	1399	1447	1493	1536	1587	1631	1715
SUPPORT SERVICES SUPERVISOR I	1650	1709	1770	1838	1902	1966	2072
SUPPORT SERVICES SUPERVISOR II	1775	1853	1924	1996	2069	2142	2262
SUPPORT SERVICES SUPERVISOR III	1444	1490	1535	1584	1634	1681	1765
SUPPORT SERVICES WORKER III	1536	1594	1643	1701	1755	1811	1904
TRANSPORTATION COORDINATOR	2030	2114	2208	2296	2385	2476	2618
TRANSPORTATION OFFICER I	2132	2225	2316	2418	2512	2610	2762
VETERANS NURSING ASSISTANT - CERTIFIED	1609	1671	1735	1802	1871	1943	2039

(Source: Amended at 16 Ill. Reg.

, effective

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Section 310. TABLE J RC-014 (Clerical Employees, AFSOME)

Effective: July 1, 1990 1991

	1	2	3	4	5	6	7
ACCOUNT CLERK I	1318	1362	1407	1452	1495	1539	1616
ACCOUNT CLERK II	1408	1457	1507	1559	1610	1663	1752
ACCOUNT TECHNICIAN I	1512	1569	1630	1688	1751	1812	1905
ACCOUNT TECHNICIAN II	1639	1708	1771	1843	1911	1977	2087
ADJUDICATIVE SERVICES ASSISTANT	1408	1457	1507	1559	1610	1663	1752
ADMINISTRATIVE SERVICES WORKER	1206	1239	1274	1317	1354	1391	1457
TRAINEE							
AIRCRAFT DISPATCHER	1717	1789	1858	1934	2005	2080	2197
AIRCRAFT LEAD DISPATCHER	1878	1960	2042	2133	2215	2300	2433
AUDIO VISUAL TECHNICIAN I	1362	1408	1454	1502	1550	1600	1682
AUDIO VISUAL TECHNICIAN II	1512	1569	1630	1688	1751	1812	1905
BOOKKEEPING-MACHINE-OPERATOR-I	1206	1239	1274	1317	1354	1391	1457
BOOKKEEPING-MACHINE-OPERATOR-II	1274	1318	1360	1403	1445	1486	1562
BOOKKEEPING-MACHINE-OPERATOR-III	1362	1408	1454	1502	1550	1600	1682
OPERATOR-III							
BUYER ASSISTANT	1571	1638	1698	1763	1825	1891	1995
CHECK ISSUANCE MACHINE OPERATOR	1512	1569	1630	1688	1751	1812	1905
CLERICAL TRAINEE	TR						
COMMUNICATION DISPATCHER	1457	1512	1566	1625	1678	1735	1827
COMMUNICATION EQUIPMENT TECH I	2162	2265	2370	2469	2570	2674	2834
COMMUNICATION EQUIPMENT TECH II	2402	2524	2643	2764	2881	3002	3184
COMMUNICATION EQUIPMENT TECH III	2538	2665	2790	2923	3049	3174	3369
COURT REPORTER	1961	2053	2141	2229	2321	2408	2551
DATA PROCESSING ASSISTANT	1362	1408	1454	1502	1550	1600	1682
DATA PROCESSING OPERATOR	1274	1318	1360	1399	1445	1486	1562
DATA PROCESSING OPERATOR TRAINEE	1206	1239	1274	1317	1354	1391	1457
DRAFTING WORKER	1639	1708	1771	1843	1911	1977	2087
ELECTRONIC EQUIPMENT	1571	1638	1698	1763	1825	1891	1995
INSTALLER-REPAIRER							
ELECTRONIC EQUIPMENT	1717	1789	1858	1934	2005	2080	2197
INSTALLER-REPAIRER LEADWORKER							
ELECTRONICS TECHNICIAN	1961	2053	2141	2229	2321	2408	2551
ENGINEERING-TECHNICIAN-I	1571	1638	1698	1763	1825	1891	1995
ENGINEERING-TECHNICIAN II	1791	1867	1947	2025	2103	2183	2307
ENGINEERING-TECHNICIAN III	2060	2156	2255	2348	2446	2544	2695
ENGINEERING-TECHNICIAN IV	1571	1638	1698	1763	1825	1891	1995
EXECUTIVE SECRETARY I	1639	1708	1771	1843	1911	1977	2087
EXECUTIVE SECRETARY II	1791	1867	1947	2025	2103	2183	2307
FIRE-PROTECTION-SERVICE-COORD-I	1791	1867	1947	2025	2103	2183	2307
FIRE-PROTECTION-SERVICE-COORD-II	1878	1960	2042	2133	2215	2300	2433
GRAPHIC ARTS DESIGNER	1717	1789	1858	1934	2005	2080	2197
GRAPHIC ARTS TECHNICIAN							
INDUSTRIAL COMMISSION REPORTER	2060	2156	2255	2348	2446	2544	2695

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INDUSTRIAL COMMISSION TECHNICIAN	1639	1708	1771	1843	1911	1977	2087
INSURANCE ANALYST I	1512	1569	1630	1688	1751	1812	1905
INSURANCE ANALYST II	1717	1789	1858	1934	2005	2080	2197
INSURANCE ANALYST TRAINEE	1408	1457	1507	1559	1610	1663	1752
INTERMITTENT CLERK	741	764	785	811	834	856	898
LIBRARY AIDE I	1239	1274	1318	1357	1395	1436	1509
LIBRARY AIDE II	1318	1362	1407	1452	1495	1539	1616
LIBRARY TECHNICAL ASSISTANT	1571	1638	1698	1763	1825	1891	1995
LICENSING QUALITY ASSURANCE ANALYST	1512	1569	1630	1688	1751	1812	1905
MICROFILM LABORATORY TECH I	1408	1457	1507	1559	1610	1663	1752
MICROFILM LABORATORY TECH II	1512	1569	1630	1688	1751	1812	1905
MICROFILM OPERATOR I	1274	1318	1360	1399	1445	1486	1562
MICROFILM OPERATOR II	1362	1408	1454	1502	1550	1600	1682
MICROFILM OPERATOR III	1457	1512	1566	1625	1678	1735	1827
NUCLEAR SAFETY-EMERGENCY RESPONSE-TECH-I	1717	1789	1858	1934	2005	2080	2197
NUCLEAR SAFETY-EMERGENCY RESPONSE-TECH-II	1961	2053	2141	2229	2321	2408	2551
NUCLEAR SAFETY-MACHINE-OPERATOR	2278	2389	2500	2613	2721	2829	2997
NUCLEAR SAFETY-TECHNICIAN-I	1717	1789	1858	1934	2005	2080	2197
NUCLEAR SAFETY-TECHNICIAN-II	1961	2053	2141	2229	2321	2408	2551
NUCLEAR SAFETY-TECHNICIAN-III	2278	2389	2500	2613	2721	2829	2997
OFFICE AIDE	1206	1239	1274	1317	1354	1391	1457
OFFICE ASSISTANT	1362	1408	1454	1502	1550	1600	1682
OFFICE ASSOCIATE	1457	1512	1566	1625	1678	1735	1827
OFFICE CLERK	1274	1318	1360	1399	1445	1486	1562
OFFICE COORDINATOR	1512	1569	1630	1688	1751	1812	1905
PHOTOGRAPHER I	1639	1708	1771	1843	1911	1977	2087
PHOTOGRAPHER II	1878	1960	2042	2133	2215	2300	2433
PHOTOGRAPHER III	1961	2053	2141	2229	2321	2408	2551
PHOTOGRAPHIC TECHNICIAN I	1639	1708	1771	1843	1911	1977	2087
PHOTOGRAPHIC TECHNICIAN II	1878	1960	2042	2133	2215	2300	2433
PHOTOGRAPHIC TECHNICIAN III	1961	2053	2141	2229	2321	2408	2551
PROCUREMENT REPRESENTATIVE	1512	1569	1630	1688	1751	1812	1905
PROPERTY & SUPPLY CLERK I	1274	1315	1357	1397	1436	1481	1557
PROPERTY & SUPPLY CLERK II	1357	1399	1450	1494	1539	1587	1664
PROPERTY TAX EXAMINER	1512	1569	1630	1688	1751	1812	1905
REHABILITATION CASE COORDINATOR I	1408	1457	1507	1559	1610	1663	1752
REHABILITATION CASE COORD II	1512	1569	1630	1688	1751	1812	1905
REPRODUCTION SERVICE TECHNICIAN I	1318	1362	1407	1452	1495	1539	1616
REPRODUCTION SERVICE TECH II	1512	1569	1630	1688	1751	1812	1905
REPRODUCTION SERVICE TECH III	1639	1708	1771	1843	1911	1977	2087
SAFETY RESPONSIBILITY ANALYST I	1512	1569	1630	1688	1751	1812	1905
SAFETY RESPONSIBILITY ANALYST II	1717	1789	1858	1934	2005	2080	2197
SECURITIES-ANALYST	1571	1638	1698	1763	1825	1891	1995
STOREKEEPER I	1502	1557	1613	1674	1732	1790	1887

NOTE: Effective January 1, 1992, employees who have 15 years of service and have 3 or more years of creditable service on Step 7 in the same pay grade, shall receive an additional \$25.00 monthly.

Effective: July 1, 1992

	S T E P S						
	1	2	3	4	5	6	7
ACCOUNT CLERK I	1351	1396	1442	1488	1532	1577	1656
ACCOUNT CLERK II	1443	1493	1545	1598	1650	1705	1796
ACCOUNT TECHNICIAN I	1610	1679	1740	1807	1871	1938	2045
ACCOUNT TECHNICIAN II	1760	1834	1904	1982	2055	2132	2252
AUDUCATIVE SERVICES ASSISTANT	1443	1493	1545	1598	1650	1705	1796
ADMINISTRATIVE SERVICES WORKER	1236	1270	1306	1350	1388	1426	1493
TRAINEE							
AIRCRAFT DISPATCHER	1760	1834	1904	1982	2055	2132	2252
AIRCRAFT LEAD DISPATCHER	1925	2009	2093	2186	2270	2358	2494
AUDIO VISUAL TECHNICIAN I	1396	1443	1490	1540	1589	1640	1724
AUDIO VISUAL TECHNICIAN II	1550	1608	1671	1730	1795	1857	1953
BUYER ASSISTANT	1610	1679	1740	1807	1871	1938	2045
CHECK ISSUANCE MACHINE OPERATOR	1550	1608	1671	1730	1795	1857	1953
CLERICAL TRAINEE							
COMMUNICATION DISPATCHER	1493	1550	1605	1666	1720	1778	1873
COMMUNICATION EQUIPMENT TECH I	2216	2322	2429	2531	2634	2741	2905

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STOREKEEPER II	1617	1688	1752	1819	1884	1951	2060
STORES CLERK	1315	1357	1398	1443	1488	1532	1608
SWITCHBOARD OPERATOR I	1274	1318	1360	1399	1445	1486	1562
SWITCHBOARD OPERATOR II	1362	1408	1454	1502	1550	1600	1682
TAX EXAMINER	1512	1569	1630	1688	1751	1812	1905
TAX EXAMINER TRAINEE	1362	1408	1454	1502	1550	1600	1682
TAXPAYER SERVICE REP I	1318	1362	1407	1452	1495	1539	1616
TAXPAYER SERVICE REP II	1457	1512	1566	1625	1678	1735	1827
TAXPAYER SERVICE REP III	1639	1708	1771	1843	1911	1977	2087
TELECOMMUNICATIONS FIELD ADVISOR	1961	2053	2141	2229	2321	2408	2551
TELECOMMUNICATIONS ADVISOR	2162	2265	2370	2469	2570	2674	2834
LEADWORKER							
TELECOMMUNICATOR	1717	1789	1858	1934	2005	2080	2197
TELECOMMUNICATOR-COMMAND CENTER	1791	1867	1947	2025	2103	2183	2307
TELECOMMUNICATOR LEADWORKER	1878	1960	2042	2133	2215	2300	2433
TELECOMMUNICATOR LEADWORKER-COMMAND CENTER	1961	2053	2141	2229	2321	2408	2551
TELECOMMUNICATOR TRAINEE	1571	1638	1698	1763	1825	1891	1995
VEHICLE PERMIT EVALUATOR	1639	1708	1771	1843	1911	1977	2087
VETERANS SERVICE OFFICER ASSOC	1498	1457	1507	1559	1610	1663	1752
	1639	1708	1771	1843	1911	1977	2087

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COMMUNICATION EQUIPMENT TECH II	2462	2587	2709	2833	2953	3077	3264
COMMUNICATION EQUIPMENT TECH III	2601	2732	2860	2996	3125	3253	3453
COURT REPORTER	2010	2104	2195	2285	2379	2468	2615
DATA PROCESSING ASSISTANT	1396	1443	1490	1540	1589	1640	1724
DATA PROCESSING OPERATOR	1306	1351	1394	1434	1481	1523	1601
DATA PROCESSING OPERATOR TRAINEE	1236	1270	1306	1350	1388	1426	1493
DRAFTING WORKER	1680	1751	1815	1889	1959	2026	2139
ELECTRONIC EQUIPMENT	1610	1679	1740	1807	1871	1938	2045
INSTALLER-REPAIRER	1760	1834	1904	1982	2055	2132	2252
ELECTRONIC EQUIPMENT	2010	2104	2195	2285	2379	2468	2615
INSTALLER-REPAIRER LEADWORKER	1836	1914	1996	2076	2156	2238	2365
ELECTRONICS TECHNICIAN	2112	2210	2311	2407	2507	2608	2762
ENGINEERING TECHNICIAN II	1680	1751	1815	1889	1959	2026	2139
ENGINEERING TECHNICIAN III	1925	2009	2093	2186	2270	2358	2494
EXECUTIVE SECRETARY I	1760	1834	1904	1982	2055	2132	2252
GRAPHIC ARTS DESIGNER	2112	2210	2311	2407	2507	2608	2762
GRAPHIC ARTS TECHNICIAN	1680	1751	1815	1889	1959	2026	2139
INDUSTRIAL COMMISSION REPORTER	1550	1608	1671	1730	1795	1857	1953
INDUSTRIAL COMMISSION TECHNICIAN	1760	1834	1904	1982	2055	2132	2252
INSURANCE ANALYST I	1443	1493	1545	1598	1650	1705	1796
INSURANCE ANALYST II	761	782	804	831	854	878	919
INTERMITTENT CLERK	1270	1306	1351	1391	1430	1472	1547
LIBRARY AIDE I	1351	1396	1442	1488	1532	1577	1656
LIBRARY AIDE II	1610	1679	1740	1807	1871	1938	2045
LIBRARY TECHNICAL ASSISTANT	1550	1608	1671	1730	1795	1857	1953
LICENSING QUALITY ASSURANCE ANALYST	1443	1493	1545	1598	1650	1705	1796
MICROFILM LABORATORY TECH I	1550	1608	1671	1730	1795	1857	1953
MICROFILM LABORATORY TECH II	1306	1351	1394	1434	1481	1523	1601
MICROFILM OPERATOR I	1396	1443	1490	1540	1589	1640	1724
MICROFILM OPERATOR II	1493	1550	1605	1666	1720	1778	1873
MICROFILM OPERATOR III	1236	1270	1306	1350	1388	1426	1493
OFFICE AIDE	1396	1443	1490	1540	1589	1640	1724
OFFICE ASSISTANT	1493	1550	1605	1666	1720	1778	1873
OFFICE ASSOCIATE	1306	1351	1394	1434	1481	1523	1601
OFFICE CLERK	1550	1608	1671	1730	1795	1857	1953
OFFICE COORDINATOR	1680	1751	1815	1889	1959	2026	2139
PHOTOGRAPHER I	1925	2009	2093	2186	2270	2358	2494
PHOTOGRAPHER II	2010	2104	2195	2285	2379	2468	2615
PHOTOGRAPHER III	1680	1751	1815	1889	1959	2026	2139
PHOTOGRAPHIC TECHNICIAN I	1925	2009	2093	2186	2270	2358	2494
PHOTOGRAPHIC TECHNICIAN II	2010	2104	2195	2285	2379	2468	2615
PHOTOGRAPHIC TECHNICIAN III	1550	1608	1671	1730	1795	1857	1953
PROCUREMENT REPRESENTATIVE	1306	1348	1391	1432	1472	1518	1596
PROPERTY & SUPPLY CLERK I	1391	1434	1486	1531	1577	1627	1706
PROPERTY & SUPPLY CLERK II							

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PROPERTY TAX EXAMINER	1550	1608	1671	1730	1795	1857	1953
REHABILITATION CASE COORD I	1443	1493	1545	1598	1650	1705	1796
REHABILITATION CASE COORD II	1550	1608	1671	1730	1795	1857	1953
REPRODUCTION SERVICE TECH I	1351	1396	1442	1488	1532	1577	1656
REPRODUCTION SERVICE TECH II	1550	1608	1671	1730	1795	1857	1953
REPRODUCTION SERVICE TECH III	1680	1751	1815	1889	1959	2026	2139
SAFETY RESPONSIBILITY ANALYST I	1550	1608	1671	1730	1795	1857	1953
SAFETY RESPONSIBILITY ANALYST II	1760	1834	1904	1982	2055	2132	2252
STOREKEEPER I	1668	1730	1800	1863	1937	2000	2107
STOREKEEPER II	1810	1886	1960	2039	2116	2186	2311
STORES CLERK	1348	1391	1433	1479	1525	1570	1648
SWITCHBOARD OPERATOR I	1306	1351	1394	1434	1481	1523	1601
SWITCHBOARD OPERATOR II	1396	1443	1490	1540	1589	1640	1724
TAX EXAMINER	1550	1608	1671	1730	1795	1857	1953
TAX EXAMINER TRAINEE	1396	1443	1490	1540	1589	1640	1724
TAXPAYER SERVICE REP I	1396	1443	1490	1540	1589	1640	1724
TAXPAYER SERVICE REP II	1550	1608	1671	1730	1795	1857	1953
TAXPAYER SERVICE REP III	1760	1834	1904	1982	2055	2132	2252
TELECOMMUNICATIONS FIELD ADVISOR	2010	2104	2195	2285	2379	2468	2615
TELECOMMUNICATIONS FIELD ADVISOR	2216	2322	2429	2531	2634	2741	2905
LEAD WORKER	1760	1834	1904	1982	2055	2132	2252
TELECOMMUNICATOR	1836	1914	1996	2076	2156	2238	2365
TELECOMMUNICATOR - COMMAND CENTER	1925	2009	2093	2186	2270	2358	2494
TELECOMMUNICATOR LEAD WORKER	2010	2104	2195	2285	2379	2468	2615
TELECOMMUNICATOR LEAD WORKER -							
COMMAND CENTER	1610	1679	1740	1807	1871	1938	2045
TELECOMMUNICATOR TRAINEE	1680	1751	1815	1889	1959	2026	2139
VEHICLE PERMIT EVALUATOR	1680	1751	1815	1889	1959	2026	2139
VETERANS SERVICE OFFICER ASSOC							

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	1	2	3	4	5	6	7
ACCOUNT CLERK I	1378	1424	1471	1518	1563	1609	1689
ACCOUNT CLERK II	1472	1523	1576	1630	1683	1739	1832
ACCOUNT TECHNICIAN I	1642	1713	1775	1843	1908	1977	2086
ACCOUNT TECHNICIAN II	1795	1871	1942	2022	2096	2175	2297
ADJUDICATIVE SERVICES ASSISTANT	1472	1523	1576	1630	1683	1739	1832
ADMINISTRATIVE SERVICES WORKER	1261	1295	1332	1377	1416	1455	1523
TRAINEE							
AIRCRAFT DISPATCHER	1795	1871	1942	2022	2096	2175	2297
AIRCRAFT LEAD DISPATCHER	1964	2049	2135	2230	2315	2405	2544
AUDIO VISUAL TECHNICIAN I	1424	1472	1520	1571	1621	1673	1758
AUDIO VISUAL TECHNICIAN II	1581	1640	1704	1765	1831	1894	1992
BUYER ASSISTANT	1642	1713	1775	1843	1908	1977	2086
CHECK ISSUANCE MACHINE OPERATOR	1581	1640	1704	1765	1831	1894	1992
CLERICAL TRAINEE							

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COMMUNICATION DISPATCHER	1523	1581	1637	1699	1754	1814	1910
COMMUNICATION EQUIPMENT TECH I	2260	2368	2478	2582	2687	2796	2963
COMMUNICATION EQUIPMENT TECH II	2511	2639	2763	2890	3012	3139	3329
COMMUNICATION EQUIPMENT TECH III	2653	2787	2917	3056	3188	3318	3522
COURT REPORTER	2050	2146	2239	2331	2427	2517	2667
DATA PROCESSING ASSISTANT	1424	1472	1520	1571	1621	1673	1758
DATA PROCESSING OPERATOR	1332	1378	1422	1463	1511	1553	1633
DATA PROCESSING OPERATOR TRAINEE	1261	1295	1332	1377	1416	1455	1523
DRAFTING WORKER	1714	1786	1851	1927	1998	2067	2182
ELECTRONIC EQUIPMENT	1642	1713	1775	1843	1908	1977	2086
INSTALLER-REPAIRER	1795	1871	1942	2022	2096	2175	2297
ELECTRONIC EQUIPMENT	2050	2146	2239	2331	2427	2517	2667
INSTALLER-REPAIRER LEADWORKER	1873	1952	2036	2118	2199	2283	2412
ELECTRONICS TECHNICIAN	2154	2254	2357	2455	2557	2660	2817
ENGINEERING TECHNICIAN II	1714	1786	1851	1927	1998	2067	2182
ENGINEERING TECHNICIAN III	1964	2049	2135	2230	2315	2405	2544
EXECUTIVE SECRETARY I	1795	1871	1942	2022	2096	2175	2297
GRAPHIC ARTS TECHNICIAN	2154	2254	2357	2455	2557	2660	2817
GRAPHIC ARTS DESIGNER	1714	1786	1851	1927	1998	2067	2182
INDUSTRIAL COMMISSION REPORTER	1581	1640	1704	1765	1831	1894	1992
INDUSTRIAL COMMISSION TECHNICIAN	1795	1871	1942	2022	2096	2175	2297
INSURANCE ANALYST I	1472	1523	1576	1630	1683	1739	1832
INSURANCE ANALYST TRAINEE	776	797	820	847	871	895	937
INTERMITTENT CLERK	1295	1332	1378	1419	1459	1501	1578
LIBRARY AIDE I	1378	1424	1471	1518	1563	1609	1689
LIBRARY AIDE II	1642	1713	1775	1843	1908	1977	2086
LIBRARY TECHNICAL ASSISTANT	1581	1640	1704	1765	1831	1894	1992
LICENSING QUALITY ASSURANCE	1472	1523	1576	1630	1683	1739	1832
ANALYST	1581	1640	1704	1765	1831	1894	1992
MICROFILM LABORATORY TECH I	1332	1378	1422	1463	1511	1553	1633
MICROFILM LABORATORY TECH II	1424	1472	1520	1571	1621	1673	1758
MICROFILM OPERATOR I	1523	1581	1637	1699	1754	1814	1910
MICROFILM OPERATOR II	1261	1295	1332	1377	1416	1455	1523
MICROFILM OPERATOR III	1424	1472	1520	1571	1621	1673	1758
OFFICE AIDE	1523	1581	1637	1699	1754	1814	1910
OFFICE ASSISTANT	1332	1378	1422	1463	1511	1553	1633
OFFICE ASSOCIATE	1581	1640	1704	1765	1831	1894	1992
OFFICE CLERK	1714	1786	1851	1927	1998	2067	2182
OFFICE COORDINATOR	1964	2049	2135	2230	2315	2405	2544
PHOTOGRAPHER I	2050	2146	2239	2331	2427	2517	2667
PHOTOGRAPHER II	1714	1786	1851	1927	1998	2067	2182
PHOTOGRAPHER III	1964	2049	2135	2230	2315	2405	2544
PHOTOGRAPHIC TECHNICIAN I	1581	1640	1704	1765	1831	1894	1992
PHOTOGRAPHIC TECHNICIAN II	1332	1378	1422	1463	1511	1553	1633
PHOTOGRAPHIC TECHNICIAN III	1424	1472	1520	1571	1621	1673	1758
PROCUREMENT REPRESENTATIVE	1581	1640	1704	1765	1831	1894	1992
PROPERTY & SUPPLY CLERK I	1332	1378	1422	1463	1511	1553	1633

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PROPERTY & SUPPLY CLERK II	1419	1463	1516	1562	1609	1660	1740
PROPERTY TAX EXAMINER	1581	1640	1704	1765	1831	1894	1992
REHABILITATION CASE COORD I	1472	1523	1576	1630	1683	1739	1832
REHABILITATION CASE COORD II	1581	1640	1704	1765	1831	1894	1992
REHABILITATION SERVICE TECH I	1378	1424	1471	1518	1563	1609	1689
REHABILITATION SERVICE TECH II	1581	1640	1704	1765	1831	1894	1992
REPRODUCTION SERVICE TECH III	1714	1786	1851	1927	1998	2067	2182
REPRODUCTION SERVICE TECH III	1581	1640	1704	1765	1831	1894	1992
SAFETY RESPONSIBILITY ANALYST I	1795	1871	1942	2022	2096	2175	2297
SAFETY RESPONSIBILITY ANALYST II	1701	1765	1836	1900	1976	2040	2149
STORAGEKEEPER I	1846	1924	1999	2080	2158	2230	2357
STORAGEKEEPER II	1375	1419	1462	1509	1556	1601	1681
STORES CLERK	1332	1378	1422	1463	1511	1553	1633
SWITCHBOARD OPERATOR I	1424	1472	1520	1571	1621	1673	1758
SWITCHBOARD OPERATOR II	1581	1640	1704	1765	1831	1894	1992
TAX EXAMINER	1424	1472	1520	1571	1621	1673	1758
TAX EXAMINER TRAINEE	1424	1472	1520	1571	1621	1673	1758
TAXPAYER SERVICE REP I	1581	1640	1704	1765	1831	1894	1992
TAXPAYER SERVICE REP II	1795	1871	1942	2022	2096	2175	2297
TAXPAYER SERVICE REP III	2050	2146	2239	2331	2427	2517	2667
TELECOMMUNICATIONS FIELD ADVISOR	2260	2368	2478	2582	2687	2796	2963
TELECOMMUNICATIONS FIELD ADVISOR	1795	1871	1942	2022	2096	2175	2297
TELECOMMUNICATOR	1873	1952	2036	2118	2199	2283	2412
TELECOMMUNICATOR - COMMAND CENTER	1964	2049	2135	2230	2315	2405	2544
TELECOMMUNICATOR LEAD WORKER	2050	2146	2239	2331	2427	2517	2667
TELECOMMUNICATOR LEAD WORKER -	1642	1713	1775	1843	1908	1977	2086
COMMAND CENTER	1714	1786	1851	1927	1998	2067	2182
TELECOMMUNICATOR TRAINEE	1714	1786	1851	1927	1998	2067	2182
VEHICLE PERMIT EVALUATOR							
VETERANS SERVICE OFFICER ASSOC							

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	1	2	3	4	5	6	7
ACCOUNT CLERK I	1447	1495	1545	1594	1641	1689	1773
ACCOUNT CLERK II	1546	1599	1655	1712	1767	1826	1924
ACCOUNT TECHNICIAN I	1724	1799	1864	1935	2003	2076	2190
ACCOUNT TECHNICIAN II	1885	1965	2039	2123	2201	2284	2412
ADJUDICATIVE SERVICES ASSISTANT	1546	1599	1655	1712	1767	1826	1924
ADMINISTRATIVE SERVICES WORKER	1324	1360	1399	1446	1487	1528	1599
TRAINEE							
AIRCRAFT DISPATCHER	1885	1965	2039	2123	2201	2284	2412
AIRCRAFT LEAD DISPATCHER	2062	2151	2242	2342	2431	2525	2671
AUDIO VISUAL TECHNICIAN I	1495	1546	1596	1650	1702	1757	1846
AUDIO VISUAL TECHNICIAN II	1660	1722	1789	1853	1923	1989	2092
BUYER ASSISTANT	1724	1799	1864	1935	2003	2076	2190

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CHECK ISSUANCE MACHINE OPERATOR	1660	1722	1789	1853	1923	1989	2092
CLERICAL TRAINEE	1599	1660	1719	1784	1842	1905	2006
COMMUNICATION DISPATCHER	2373	2486	2602	2711	2821	2936	3111
COMMUNICATION EQUIPMENT TECH I	2637	2771	2901	3035	3163	3296	3495
COMMUNICATION EQUIPMENT TECH II	2786	2926	3063	3209	3347	3484	3698
COMMUNICATION EQUIPMENT TECH III	2153	2253	2351	2448	2548	2643	2800
COURT REPORTER	1495	1546	1596	1650	1702	1757	1846
DATA PROCESSING ASSISTANT	1399	1447	1493	1536	1587	1631	1715
DATA PROCESSING OPERATOR	1324	1360	1399	1446	1487	1528	1599
DATA PROCESSING OPERATOR TRAINEE	1800	1875	1944	2023	2098	2170	2291
DRAFTING WORKER	1724	1799	1864	1935	2003	2076	2190
ELECTRONIC EQUIPMENT	1885	1965	2039	2123	2201	2284	2412
INSTALLER-REPAIRER	2153	2253	2351	2448	2548	2643	2800
ELECTRONIC EQUIPMENT	1967	2050	2138	2224	2309	2397	2533
INSTALLER-REPAIRER LEADWORKER	2262	2367	2475	2578	2685	2793	2958
ELECTRONICS TECHNICIAN	1800	1875	1944	2023	2098	2170	2291
ENGINEERING TECHNICIAN II	2062	2151	2242	2342	2431	2525	2671
ENGINEERING TECHNICIAN III	1885	1965	2039	2123	2201	2284	2412
EXECUTIVE SECRETARY I	2262	2367	2475	2578	2685	2793	2958
GRAPHIC ARTS DESIGNER	1800	1875	1944	2023	2098	2170	2291
GRAPHIC ARTS TECHNICIAN	1660	1722	1789	1853	1923	1989	2092
INDUSTRIAL COMMISSION REPORTER	1885	1965	2039	2123	2201	2284	2412
INSURANCE ANALYST I	1546	1599	1655	1712	1767	1826	1924
INSURANCE ANALYST II	815	837	861	890	915	940	984
INSURANCE ANALYST TRAINEE	1360	1399	1447	1490	1532	1576	1657
INTERMITTENT CLERK	1447	1495	1545	1594	1641	1689	1773
LIBRARY AIDE I	1724	1799	1864	1935	2003	2076	2190
LIBRARY AIDE II	1660	1722	1789	1853	1923	1989	2092
LIBRARY TECHNICAL ASSISTANT	1546	1599	1655	1712	1767	1826	1924
LICENSING QUALITY ASSURANCE	1660	1722	1789	1853	1923	1989	2092
ANALYST	1546	1599	1655	1712	1767	1826	1924
MICROFILM LABORATORY TECH I	1660	1722	1789	1853	1923	1989	2092
MICROFILM LABORATORY TECH II	1399	1447	1493	1536	1587	1631	1715
MICROFILM OPERATOR I	1495	1546	1596	1650	1702	1757	1846
MICROFILM OPERATOR II	1599	1660	1719	1784	1842	1905	2006
MICROFILM OPERATOR III	1324	1360	1399	1446	1487	1528	1599
OFFICE AIDE	1495	1546	1596	1650	1702	1757	1846
OFFICE ASSISTANT	1599	1660	1719	1784	1842	1905	2006
OFFICE ASSOCIATE	1399	1447	1493	1536	1587	1631	1715
OFFICE CLERK	1660	1722	1789	1853	1923	1989	2092
OFFICE COORDINATOR	1800	1875	1944	2023	2098	2170	2291
PHOTOGRAPHER I	2062	2151	2242	2342	2431	2525	2671
PHOTOGRAPHER II	2153	2253	2351	2448	2548	2643	2800
PHOTOGRAPHER III	1800	1875	1944	2023	2098	2170	2291
PHOTOGRAPHIC TECHNICIAN I	2062	2151	2242	2342	2431	2525	2671
PHOTOGRAPHIC TECHNICIAN II							

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

PHOTOGRAPHIC TECHNICIAN III	2153	2253	2351	2448	2548	2643	2800
PROCUREMENT REPRESENTATIVE	1660	1722	1789	1853	1923	1989	2092
PROPERTY & SUPPLY CLERK I	1399	1444	1490	1534	1576	1625	1709
PROPERTY & SUPPLY CLERK II	1490	1536	1592	1640	1689	1743	1827
PROPERTY TAX EXAMINER	1660	1722	1789	1853	1923	1989	2092
REHABILITATION CASE COORD I	1546	1599	1655	1712	1767	1826	1924
REHABILITATION CASE COORD II	1660	1722	1789	1853	1923	1989	2092
REPRODUCTION SERVICE TECH I	1447	1495	1545	1594	1641	1689	1773
REPRODUCTION SERVICE TECH II	1660	1722	1789	1853	1923	1989	2092
REPRODUCTION SERVICE TECH III	1800	1875	1944	2023	2098	2170	2291
SAFETY RESPONSIBILITY ANALYST I	1660	1722	1789	1853	1923	1989	2092
SAFETY RESPONSIBILITY ANALYST II	1885	1965	2039	2123	2201	2284	2412
STOREKEEPER I	1786	1853	1928	1995	2075	2142	2256
STOREKEEPER II	1938	2020	2099	2184	2266	2342	2475
STORES CLERK	1444	1490	1535	1584	1634	1681	1765
SWITCHBOARD OPERATOR I	1399	1447	1493	1536	1587	1631	1715
SWITCHBOARD OPERATOR II	1495	1546	1596	1650	1702	1757	1846
TAX EXAMINER	1660	1722	1789	1853	1923	1989	2092
TAX EXAMINER TRAINEE	1495	1546	1596	1650	1702	1757	1846
TAXPAYER SERVICE REP I	1495	1546	1596	1650	1702	1757	1846
TAXPAYER SERVICE REP II	1660	1722	1789	1853	1923	1989	2092
TAXPAYER SERVICE REP III	1885	1965	2039	2123	2201	2284	2412
TELECOMMUNICATIONS FIELD ADVISOR	2153	2253	2351	2448	2548	2643	2800
TELECOMMUNICATIONS FIELD ADVISOR	2373	2486	2602	2711	2821	2936	3111
LEAD WORKER	1885	1965	2039	2123	2201	2284	2412
TELECOMMUNICATOR	1967	2050	2138	2224	2309	2397	2533
TELECOMMUNICATOR - COMMAND CENTER	2062	2151	2242	2342	2431	2525	2671
TELECOMMUNICATOR LEAD WORKER	2153	2253	2351	2448	2548	2643	2800
TELECOMMUNICATOR LEAD WORKER - COMMAND CENTER							
TELECOMMUNICATOR TRAINEE	1724	1799	1864	1935	2003	2076	2190
VEHICLE PERMIT EVALUATOR	1800	1875	1944	2023	2098	2170	2291
VETERANS SERVICE OFFICER ASSOC	1800	1875	1944	2023	2098	2170	2291

(Source: Amended at 16 Ill. Reg. _____, effective _____)

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
NOTICE OF PROPOSED AMENDMENTS

Section 310. TABLE K RC-023 (Registered Nurses, I-N-A IVA)

Effective--July-1,--1989

	1	2	3	4	5	6	7
CHILD WELFARE NURSE-SPECIALIST	2159--2280	2401	2513	2634	2754	2931	
HEALTH-FACILITIES-SURVEILLANCE	2159--2280	2401	2513	2634	2754	2931	
NURSE	1929--2031	2136	2238	2341	2444	2601	
NURSE-I	2159--2280	2401	2513	2634	2754	2931	
NURSE-II	2290--2425	2549	2680	2805	2932	3117	
NURSING-EDUCATION-ASSISTANT							
COORDINATOR							

Effective-November-16,--1989

	1	2	3	4	5	6	7
CORRECTIONS-NURSE-I	2025--2133	2243	2350	2494	2566	2731	
CORRECTIONS-NURSE-II	2267--2394	2521	2639	2766	2892	3078	
REGISTERED-NURSE-I	1929--2031	2136	2238	2341	2444	2601	
REGISTERED-NURSE-II	2159--2280	2401	2513	2634	2754	2931	

Effective July 1, 1990 1991

	1	2	3	4	5	6	7
CHILD WELFARE NURSE SPECIALIST	2256	2383	2509	2626	2753	2878	3063
CORRECTIONS NURSE I	2116	2229	2344	2456	2569	2681	2854
CORRECTIONS NURSE II	2369	2502	2634	2758	2890	3022	3217
HEALTH FACILITIES SURVEILLANCE	2256	2383	2509	2626	2753	2878	3063
NURSE							
NURSING EDUCATION ASSISTANT	2393	2534	2664	2801	2931	3064	3257
COORDINATOR							
REGISTERED NURSE I	2016	2122	2232	2339	2446	2554	2718
REGISTERED NURSE II	2256	2383	2509	2626	2753	2878	3063

Effective October 16, 1991

	1	2	3	4	5	6	7
NURSING ACT ASSISTANT COORDINATOR	2393	2534	2664	2801	2931	3064	3257

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
NOTICE OF PROPOSED AMENDMENTS

Effective July 1, 1992

	1	2	3	4	5	6	7
CHILD WELFARE NURSE SPECIALIST	2312	2443	2572	2692	2822	2950	3140
CORRECTIONS NURSE I	2169	2284	2403	2516	2633	2748	2925
CORRECTIONS NURSE II	2428	2565	2700	2826	2962	3098	3297
HEALTH FACILITIES SURVEILLANCE	2312	2443	2572	2692	2822	2950	3140
NURSE							
NURSING ACT ASSISTANT COORDINATOR	2453	2597	2731	2871	3004	3141	3338
REGISTERED NURSE I	2066	2175	2288	2397	2507	2618	2786
REGISTERED NURSE II	2312	2443	2572	2692	2822	2950	3140

NOTE: Effective July 1, 1992, those employees who have 3 or more years of creditable service on Step 7 in the same pay grade, shall receive an additional \$25.00 monthly.

Effective January 1, 1993

	1	2	3	4	5	6	7
CHILD WELFARE NURSE SPECIALIST	2358	2492	2623	2746	2878	3009	3203
CORRECTIONS NURSE I	2212	2330	2451	2566	2686	2803	2984
CORRECTIONS NURSE II	2477	2616	2754	2883	3021	3160	3363
HEALTH FACILITIES SURVEILLANCE	2358	2492	2623	2746	2878	3009	3203
NURSE							
NURSING ACT ASSISTANT COORDINATOR	2502	2649	2786	2928	3064	3204	3405
REGISTERED NURSE I	2107	2219	2334	2445	2557	2670	2842
REGISTERED NURSE II	2358	2492	2623	2746	2878	3009	3203

Effective July 1, 1993

	1	2	3	4	5	6	7
CHILD WELFARE NURSE SPECIALIST	2476	2617	2754	2883	3022	3159	3363
CORRECTIONS NURSE I	2323	2447	2574	2694	2820	2943	3133
CORRECTIONS NURSE II	2601	2747	2892	3027	3172	3318	3531
HEALTH FACILITIES SURVEILLANCE	2476	2617	2754	2883	3022	3159	3363
NURSE							
NURSING ACT ASSISTANT COORDINATOR	2627	2781	2925	3074	3217	3364	3575
REGISTERED NURSE I	2212	2330	2451	2567	2685	2804	2984
REGISTERED NURSE II	2476	2617	2754	2883	3022	3159	3363

(Source: Amended at 16 Ill. Reg. _____, effective _____)

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

Section 310. TABLE 0 RC-028 (Paraprofessional Human Services Employees, AFSOM)

Effective: July 1, 1989

	1	2	3	4	5	6	7
APPAREL-DRY GOODS-SPECS-III	1547	1615	1677	1741	1803	1867	1971
ASSISTANT-REIMBURSEMENT-OFFICER	1347	1394	1442	1492	1541	1591	1677
AUDIOMETRIC & VISION-METRIC-TECH	1261	1303	1346	1389	1431	1473	1546
CHILD-DEVELOPMENT-AIDE-I	1219	1261	1301	1339	1383	1422	1495
CHILD-DEVELOPMENT-AIDE-II	1347	1394	1442	1492	1541	1591	1677
CHILD-DEVELOPMENT-AIDE-III	1447	1501	1560	1615	1676	1734	1823
COMMUNITY-WORKER-I	1437	1490	1544	1602	1657	1713	1806
COMMUNITY-WORKER-II	1490	1545	1608	1665	1721	1787	1882
COMPLIANCE-OFFICER	1714	1787	1863	1938	2012	2089	2208
CONSERVATION-RESOURCE-TECH-I	1503	1567	1625	1687	1746	1810	1909
CONSERVATION-RESOURCE-TECH-II	1714	1787	1863	1938	2012	2089	2208
CONSTRUCTION-SUPERVISOR-I	1714	1787	1863	1938	2012	2089	2208
CONSTRUCTION-SUPERVISOR-II	1971	2063	2158	2247	2341	2434	2579
COUNSELOR-MODEL-EMPLOYER	1503	1567	1625	1687	1746	1810	1909
CRIME-SCIENCE-TECHNICIAN	2180	2286	2392	2500	2604	2707	2868
CRIME-STUDIES-ASSOCIATE	1503	1567	1625	1687	1746	1810	1909
DATA-PROCESSING-ADMINISTRATIVE SPECIALIST	1797	1876	1954	2041	2120	2201	2328
DATA-PROCESSING-SPECIALIST	1643	1712	1778	1851	1919	1990	2102
DATA-PROCESSING-TECHNICIAN	1447	1501	1560	1615	1676	1734	1823
DATA-PROCESSING-TECHNICIAN-TRN	1303	1347	1391	1437	1483	1531	1610
DENTAL-ASSISTANT	1303	1347	1391	1437	1483	1531	1610
DENTAL-HYGIENIST	1503	1567	1625	1687	1746	1810	1909
ELECTROENCEPHALOGRAPH-SUPV	1503	1567	1625	1687	1746	1810	1909
ELECTROENCEPHALOGRAPH-TECH	1394	1447	1499	1555	1606	1660	1748
EMPLOYMENT-SECURITY-MANPOWER TECHNICIAN-I	1303	1347	1391	1437	1483	1531	1610
EMPLOYMENT-SECURITY-MANPOWER TECHNICIAN-II	1394	1447	1499	1555	1606	1660	1748
ENVIRONMENTAL-PROTECTION-TECH-I	1394	1447	1499	1555	1606	1660	1748
ENVIRONMENTAL-PROTECTION TECH-II	1503	1567	1625	1687	1746	1810	1909
HEARING & SPEECH-TECHNICIAN-I	1303	1347	1391	1437	1483	1531	1610
HEARING & SPEECH-TECHNICIAN-II	1447	1501	1560	1615	1676	1734	1823
HISTORIC-SITE-INTERPRETER	1447	1501	1560	1615	1676	1734	1823
HISTORIC-SITE-LEAD-I	1714	1787	1863	1938	2012	2089	2208
HISTORIC-SITE-LEAD-II	1797	1876	1954	2041	2120	2201	2328

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

HOMEMAKER-I	1303	1347	1391	1437	1483	1531	1610
HOMEMAKER-II	1447	1501	1560	1615	1676	1734	1823
HOUSEKEEPER-I	1185	1219	1258	1296	1335	1370	1439
HOUSEKEEPER-II	1219	1261	1301	1339	1383	1422	1495
HUNTER-SAFETY-INSTRUCTOR-I	1347	1394	1442	1492	1541	1591	1677
HUNTER-SAFETY-INSTRUCTOR-II	1394	1447	1499	1555	1606	1660	1748
INMATELATION-THERAPIST	1394	1447	1499	1555	1606	1660	1748
INTERMITTENT-UNEMPLOYMENT INSURANCE-TECHNICIAN	8:02	8:29	8:56	8:84	9:13	9:42	9:91
LEGAL-RESEARCH-ASSISTANT*	1714	1787	1863	1938	2012	2089	2208
LICENSED-PRACTICAL-NURSE-I	1451	1507	1565	1625	1688	1753	1824
LICENSED-PRACTICAL-NURSE-II	1522	1581	1643	1706	1772	1840	1914
MEDICAL-RECORDS-ASSISTANT	1447	1501	1560	1615	1676	1734	1823
MEDICAL-RECORDS-TECHNICIAN	1568	1634	1695	1764	1829	1892	1997
OFFICE-ADMINISTRATIVE-SPECS	1643	1712	1778	1851	1919	1990	2102
OFFICE-SPECIALIST	1568	1634	1695	1764	1829	1892	1997
PUBLIC-AID-ELIGIBILITY-ASST	1394	1447	1499	1555	1606	1660	1748
RADIOLOGIC-TECHNOLOGIST	1568	1634	1695	1764	1829	1892	1997
RADIOLOGIC-TECHNOLOGIST-PROG COORDINATOR	1643	1712	1778	1851	1919	1990	2102
RANGER	1714	1787	1863	1938	2012	2089	2208
REHAB-COUNSELOR-AIDE-I	1447	1501	1560	1615	1676	1734	1823
REHAB-COUNSELOR-AIDE-II	1568	1634	1695	1764	1829	1892	1997
SENIOR-RANGER	1797	1876	1954	2041	2120	2201	2328
SITE-TECHNICIAN-I	1503	1567	1625	1687	1746	1810	1909
SITE-TECHNICIAN-II	1643	1712	1778	1851	1919	1990	2102
SOCIAL-SERV-COMMUNITY-PLANNER	1568	1634	1695	1764	1829	1892	1997
STATISTICAL-RESEARCH-TECHNICIAN	1568	1634	1695	1764	1829	1892	1997
UNEMP-INSURANCE-CLAIMS-TECH-I	1303	1347	1391	1437	1483	1531	1610
UNEMP-INSURANCE-CLAIMS-TECH-II	1394	1447	1499	1555	1606	1660	1748
UNEMP-INSURANCE-CLAIMS-TECH-III	1447	1501	1560	1615	1676	1734	1823
VETERANS-SERVICE-OFFICER	1643	1712	1778	1851	1919	1990	2102
VOCATIONAL-INSTRUCTOR	1643	1712	1778	1851	1919	1990	2102

*DEPT.-OF-EMPLOYMENT-SECURITY-DESIGNATED-POSITIONS-ONLY

Effective-August-16,-1989

1	2	3	4	5	6	7
1394	1447	1499	1555	1606	1660	1748
1303	1347	1391	1437	1483	1531	1610

S-T-E-P-S

PHARMAGIST-LEAD-TECHNICIAN
PHARMAGIST-TECHNICIAN

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

Effective-February-16, 1990

S-T-E-P-S

1	1	2	3	4	5	6	7
CLINICAL-LABORATORY-ASSOCIATE	1347	1394	1442	1492	1541	1591	1677
CLINICAL-LABORATORY-TECH-I	1503	1567	1625	1687	1746	1810	1909
CLINICAL-LABORATORY-TECH-II	1643	1712	1778	1851	1919	1990	2102
LABORATORY-ASSISTANT	1219	1261	1301	1339	1383	1422	1495
LABORATORY-ASSOCIATE-I	1503	1567	1625	1687	1746	1810	1909
LABORATORY-ASSOCIATE-II	1643	1712	1778	1851	1919	1990	2102

Effective-April-16, 1990

S-T-E-P-S

1	1	2	3	4	5	6	7
ENVIRONMENTAL-EQUIPMENT-OPR-I	1643	1712	1778	1851	1919	1990	2102
ENVIRONMENTAL-EQUIPMENT-OPR-II	1797	1876	1954	2041	2120	2201	2328

Effective-May-1, 1990

S-T-E-P-S

1	1	2	3	4	5	6	7
LICENSED-PRACTICAL-NURSE-I	1451	1507	1565	1625	1688	1753	1842
LICENSED-PRACTICAL-NURSE-II	1522	1581	1643	1706	1772	1840	1933

Effective: July 1, 1990 1991

S T E P S

1	2	3	4	5	6	7
APPAREL-DRY GOODS SPECIALIST III	1617	1688	1752	1819	1884	1951
ASSISTANT REIMBURSEMENT OFFICER	1408	1457	1507	1559	1610	1663
BIOMETRIC & VESIMETRIC-TECH	1318	1362	1407	1452	1495	1539
CHILD-DEVELOPMENT-AIDE-I	1274	1318	1360	1399	1445	1486
CHILD-DEVELOPMENT-AIDE-II	1408	1457	1507	1559	1610	1663
CHILD DEVELOPMENT AIDE III	1512	1569	1630	1688	1751	1812
CLINICAL LABORATORY ASSOCIATE	1408	1457	1507	1559	1610	1663
CLINICAL LABORATORY TECHNICIAN I	1571	1638	1698	1763	1825	1891
CLINICAL LABORATORY TECHNICIAN II	1717	1789	1858	1934	2005	2080
COMMUNITY-WORKER-I	1502	1557	1613	1674	1732	1790
COMMUNITY-WORKER-II	1557	1615	1680	1740	1809	1867
COMPLIANCE OFFICER	1791	1867	1947	2025	2103	2183
CONSERVATION RESOURCE TECH. I	1571	1638	1698	1763	1825	1891
CONSERVATION RESOURCE TECH. II	1791	1867	1947	2025	2103	2183
CONSTRUCTION SUPERVISOR I	1791	1867	1947	2025	2103	2183
CONSTRUCTION SUPERVISOR II	2060	2156	2255	2348	2446	2544
COUNSELOR-MODEL-EMPLOYER	1571	1638	1698	1763	1825	1891
CRIME SCENE TECHNICIAN	2278	2389	2500	2613	2721	2829

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

CRIME STUDIES ASSOCIATE

DATA PROCESSING ADMINISTRATIVE

SPECIALIST

DATA PROCESSING SPECIALIST

DATA PROCESSING TECHNICIAN

DATA PROCESSING TECHNICIAN TRN

DATA ASSISTANT

DENTAL HYGIENIST

ELECTROENCEPHALOGRAPH-SUPV

ELECTROENCEPHALOGRAPH TECHNICIAN

EMPLOYMENT-SECURITY-MANPOWER

TECHNICIAN-I

EMPLOYMENT-SECURITY-MANPOWER

TECHNICIAN-II

ENVIRONMENTAL EQUIPMENT OPR I

ENVIRONMENTAL EQUIPMENT OPR II

ENVIRONMENTAL PROTECTION TECH I

ENVIRONMENTAL PROTECTION TECH II

HEARING & SPEECH TECHNICIAN I

HEARING & SPEECH TECHNICIAN II

HISTORIC SITE INTERPRETER

HISTORIC SITE LEAD I

HISTORIC SITE LEAD II

HOMEMAKER-I

HOMEMAKER-II

HOUSEKEEPER-I

HOUSEKEEPER-II

INSTR- SAFETY- INSTRUCTOR-I

INSTR- SAFETY- INSTRUCTOR-II

INHALATION THERAPIST

INTERMITTENT UNEMPLOYMENT

INSURANCE TECHNICIAN

LABORATORY ASSOCIATE

LABORATORY ASSOCIATE I

LABORATORY ASSOCIATE II

LEGAL RESEARCH ASSISTANT*

LICENSED PRACTICAL NURSE I

LICENSED PRACTICAL NURSE II

MEDICAL RECORDS ASSISTANT

MEDICAL RECORDS TECHNICIAN

OFFICE ADMINISTRATIVE SPECIALIST

OFFICE SPECIALIST

PHARMACIST LEAD TECHNICIAN

PHARMACIST TECHNICIAN

PUBLIC AID ELIGIBILITY ASSISTANT

RADIOLOGIC TECHNOLOGIST

RADIOLOGIC TECHNOLOGIST PROG

COORDINATOR

1571 1638 1698 1763 1825 1891 1995
1878 1960 2042 2133 2215 2300 24331717 1789 1858 1934 2005 2080 2197
1512 1569 1630 1688 1751 1812 19051362 1408 1454 1502 1550 1600 1682
1362 1408 1454 1502 1550 1600 16821571 1638 1698 1763 1825 1891 1995
1571 1638 1698 1763 1825 1891 19951457 1512 1566 1625 1678 1735 1827
1362 1408 1454 1502 1550 1600 16821457 1512 1566 1625 1678 1735 1827
1457 1512 1566 1625 1678 1735 18271717 1789 1858 1934 2005 2080 2197
1878 1960 2042 2133 2215 2300 24331457 1512 1566 1625 1678 1735 1827
1571 1638 1698 1763 1825 1891 19951362 1408 1454 1502 1550 1600 1682
1512 1569 1630 1688 1751 1812 19051512 1569 1630 1688 1751 1812 1905
1791 1867 1947 2025 2103 2183 23071878 1960 2042 2133 2215 2300 2433
1362 1408 1454 1502 1550 1600 16821512 1569 1630 1688 1751 1812 1905
1238 1274 1315 1354 1395 1432 15041274 1315 1357 1397 1436 1481 1557
1408 1457 1507 1559 1610 1663 17521457 1512 1566 1625 1678 1735 1827
1457 1512 1566 1625 1678 1735 18278.38 8.66 8.95 9.24 9.54 9.85 10.35
1274 1318 1360 1399 1445 1486 15621571 1638 1698 1763 1825 1891 1995
1717 1789 1858 1934 2005 2080 21971791 1867 1947 2025 2103 2183 2307
1516 1575 1635 1698 1764 1832 19251590 1652 1717 1783 1852 1923 2020
1512 1569 1630 1688 1751 1812 19051639 1708 1771 1843 1911 1977 2087
1717 1789 1858 1934 2005 2080 21971639 1708 1771 1843 1911 1977 2087
1457 1512 1566 1625 1678 1735 18271362 1408 1454 1502 1550 1600 1682
1457 1512 1566 1625 1678 1735 18271639 1708 1771 1843 1911 1977 2087
1717 1789 1858 1934 2005 2080 2197

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

RANGER	1791	1867	1947	2025	2103	2183	2307
REHAB COUNSELOR AIDE I	1512	1569	1630	1688	1751	1812	1905
REHAB COUNSELOR AIDE II	1639	1708	1771	1843	1911	1977	2087
SENIOR RANGER	1878	1960	2042	2133	2215	2300	2433
SITE TECHNICIAN I	1571	1638	1698	1763	1825	1891	1995
SITE TECHNICIAN II	1717	1789	1858	1934	2005	2080	2197
SOCIAL SERVICE COMMUNITY PLANNER	1639	1708	1771	1843	1911	1977	2087
STATISTICAL RESEARCH TECHNICIAN	1362	1408	1454	1502	1550	1600	1682
UNEMP INSURANCE CLAIMS TECH I	1457	1512	1566	1625	1678	1735	1827
UNEMP INSURANCE CLAIMS TECH II	1512	1569	1630	1688	1751	1812	1905
UNEMP INSURANCE CLAIMS TECH III	1717	1789	1858	1934	2005	2080	2197
VETERANS SERVICE OFFICER	1717	1789	1858	1934	2005	2080	2197
VOCATIONAL INSTRUCTOR	1717	1789	1858	1934	2005	2080	2197

*DEPT. OF EMPLOYMENT SECURITY DESIGNATED POSITIONS ONLY

NOTE: Effective January 1, 1992, employees who have 15 years of service and have 3 or more years of creditable service on Step 7 in the same pay grade, shall receive an additional \$25.00 monthly.

Effective: July 1, 1992

	1	2	3	4	5	6	7
APPAREL-DRY GOODS SPECIALIST III	1657	1730	1796	1864	1931	2000	2112
ASSISTANT REIMBURSEMENT OFFICER	1443	1493	1545	1598	1650	1705	1796
CHILD DEVELOPMENT AIDE III	1610	1679	1740	1807	1871	1938	2045
CLINICAL LABORATORY ASSOCIATE	1443	1493	1545	1598	1650	1705	1796
CLINICAL LABORATORY TECH I	1610	1679	1740	1807	1871	1938	2045
CLINICAL LABORATORY TECH II	1760	1834	1904	1982	2055	2132	2252
COMPLIANCE OFFICER	1836	1914	1996	2076	2156	2238	2365
CONSERVATION RESOURCE TECH I	1610	1679	1740	1807	1871	1938	2045
CONSERVATION RESOURCE TECH II	1836	1914	1996	2076	2156	2238	2365
CONSTRUCTION SUPERVISOR I	1836	1914	1996	2076	2156	2238	2365
CONSTRUCTION SUPERVISOR II	2112	2210	2311	2407	2507	2608	2762
CRIME SCENE TECHNICIAN	2335	2449	2563	2678	2789	2900	3072
CRIME STUDIES ASSOCIATE	1610	1679	1740	1807	1871	1938	2045
DATA PROCESSING ADMINISTRATIVE SPECIALIST	1925	2009	2093	2186	2270	2358	2494
DATA PROCESSING SPECIALIST	1760	1834	1904	1982	2055	2132	2252
DATA PROCESSING TECHNICIAN	1550	1608	1671	1730	1795	1857	1953
DATA PROCESSING TECHNICIAN TRN	1396	1443	1490	1540	1589	1640	1724
DENTAL ASSISTANT	1396	1443	1490	1540	1589	1640	1724
DENTAL HYGIENIST	1610	1679	1740	1807	1871	1938	2045
ELECTRONCEPHALOGRAPH TECHNICIAN	1493	1550	1605	1666	1720	1778	1873
ENVIRONMENTAL EQUIPMENT OPR I	1760	1834	1904	1982	2055	2132	2252
ENVIRONMENTAL EQUIPMENT OPR II	1925	2009	2093	2186	2270	2358	2494

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

ENVIRONMENTAL PROTECTION TECH I	1493	1550	1605	1666	1720	1778	1873
ENVIRONMENTAL PROTECTION TECH II	1610	1679	1740	1807	1871	1938	2045
HEARING & SPEECH TECHNICIAN I	1396	1443	1490	1540	1589	1640	1724
HEARING & SPEECH TECHNICIAN II	1550	1608	1671	1730	1795	1857	1953
HISTORIC SITE INTERPRETER	1550	1608	1671	1730	1795	1857	1953
HISTORIC SITE LEAD I	1836	1914	1996	2076	2156	2238	2365
HISTORIC SITE LEAD II	1925	2009	2093	2186	2270	2358	2494
HOUSEKEEPER II	1306	1348	1391	1432	1472	1518	1596
INHALATION THERAPIST	1493	1550	1605	1666	1720	1778	1873
INTERMITTENT UNEMPLOYMENT INSURANCE TECHNICIAN	8.59	8.88	9.17	9.48	9.78	10.09	10.61
LABORATORY ASSISTANT	1306	1351	1394	1434	1481	1523	1601
LABORATORY ASSOCIATE I	1610	1679	1740	1807	1871	1938	2045
LABORATORY ASSOCIATE II	1760	1834	1904	1982	2055	2132	2252
LEGAL RESEARCH ASSISTANT*	1836	1914	1996	2076	2156	2238	2365
LICENSED PRACTICAL NURSE I	1554	1614	1676	1740	1808	1878	1973
LICENSED PRACTICAL NURSE II	1630	1693	1760	1828	1898	1971	2071
MEDICAL RECORDS ASSISTANT	1550	1608	1671	1730	1795	1857	1953
MEDICAL RECORDS TECHNICIAN	1680	1751	1815	1889	1959	2026	2139
OFFICE ADMINISTRATIVE SPECIALIST	1760	1834	1904	1982	2055	2132	2252
OFFICE SPECIALIST	1680	1751	1815	1889	1959	2026	2139
PHARMACIST LEAD TECHNICIAN	1493	1550	1605	1666	1720	1778	1873
PHARMACIST TECHNICIAN	1396	1443	1490	1540	1589	1640	1724
PUBLIC AID ELIGIBILITY ASSISTANT	1493	1550	1605	1666	1720	1778	1873
RADIOLOGIC TECHNOLOGIST	1680	1751	1815	1889	1959	2026	2139
RADIOLOGIC TECHNOLOGIST PROGRAM COORDINATOR	1760	1834	1904	1982	2055	2132	2252
RANGER	1836	1914	1996	2076	2156	2238	2365
REHABILITATION COUNSELOR AIDE I	1550	1608	1671	1730	1795	1857	1953
REHABILITATION COUNSELOR AIDE II	1680	1751	1815	1889	1959	2026	2139
SENIOR RANGER	1925	2009	2093	2186	2270	2358	2494
SITE TECHNICIAN I	1610	1679	1740	1807	1871	1938	2045
SITE TECHNICIAN II	1760	1834	1904	1982	2055	2132	2252
SOCIAL SERVICE COMMUNITY PLANNER	1680	1751	1815	1889	1959	2026	2139
STATISTICAL RESEARCH TECHNICIAN	1680	1751	1815	1889	1959	2026	2139
UNEMPLOYMENT INSURANCE CLAIMS TECHNICIAN I	1396	1443	1490	1540	1589	1640	1724
UNEMPLOYMENT INSURANCE CLAIMS TECHNICIAN II	1493	1550	1605	1666	1720	1778	1873
UNEMPLOYMENT INSURANCE CLAIMS TECHNICIAN III	1550	1608	1671	1730	1795	1857	1953
VETERANS SERVICE OFFICER	1760	1834	1904	1982	2055	2132	2252
VOCATIONAL INSTRUCTOR	1760	1834	1904	1982	2055	2132	2252

*DEPT. OF EMPLOYMENT SECURITY DESIGNATED POSITIONS ONLY

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

Effective: January 1, 1993

	1	2	3	4	5	6	7
APPAREL-DRY GOODS SPECIALIST III	1690	1765	1832	1901	1970	2040	2154
ASSISTANT REIMBURSEMENT OFFICER	1472	1523	1576	1630	1683	1739	1832
CHILD DEVELOPMENT AIDE III	1642	1713	1775	1843	1908	1977	2086
CLINICAL LABORATORY ASSOCIATE	1472	1523	1576	1630	1683	1739	1832
CLINICAL LABORATORY TECH I	1642	1713	1775	1843	1908	1977	2086
CLINICAL LABORATORY TECH II	1795	1871	1942	2022	2096	2175	2297
COMPLIANCE OFFICER	1873	1952	2036	2118	2199	2283	2412
CONSERVATION RESOURCE TECH I	1642	1713	1775	1843	1908	1977	2086
CONSERVATION RESOURCE TECH II	1873	1952	2036	2118	2199	2283	2412
CONSTRUCTION SUPERVISOR I	1873	1952	2036	2118	2199	2283	2412
CONSTRUCTION SUPERVISOR II	2154	2254	2357	2455	2557	2660	2817
CRIME SCENE TECHNICIAN	2382	2498	2614	2732	2845	2958	3133
CRIME STUDIES ASSOCIATE	1642	1713	1775	1843	1908	1977	2086
DATA PROCESSING ADMINISTRATIVE SPECIALIST	1964	2049	2135	2230	2315	2405	2544
DATA PROCESSING SPECIALIST	1795	1871	1942	2022	2096	2175	2297
DATA PROCESSING TECHNICIAN	1581	1640	1704	1765	1831	1894	1992
DATA PROCESSING TECHNICIAN TRN	1424	1472	1520	1571	1621	1673	1758
DENTAL ASSISTANT	1424	1472	1520	1571	1621	1673	1758
DENTAL HYGIENIST	1642	1713	1775	1843	1908	1977	2086
ELECTROENCEPHALOGRAPH TECHNICIAN	1523	1581	1637	1699	1754	1814	1910
ENVIRONMENTAL EQUIPMENT OPR I	1795	1871	1942	2022	2096	2175	2297
ENVIRONMENTAL EQUIPMENT OPR II	1964	2049	2135	2230	2315	2405	2544
ENVIRONMENTAL PROTECTION TECH I	1523	1581	1637	1699	1754	1814	1910
ENVIRONMENTAL PROTECTION TECH II	1642	1713	1775	1843	1908	1977	2086
HEARING & SPEECH TECHNICIAN I	1424	1472	1520	1571	1621	1673	1758
HEARING & SPEECH TECHNICIAN II	1581	1640	1704	1765	1831	1894	1992
HISTORIC SITE INTERPRETER	1581	1640	1704	1765	1831	1894	1992
HISTORIC SITE LEAD I	1873	1952	2036	2118	2199	2283	2412
HISTORIC SITE LEAD II	1964	2049	2135	2230	2315	2405	2544
HOUSEKEEPER II	1332	1375	1419	1461	1501	1548	1628
INHALATION THERAPIST	1523	1581	1637	1699	1754	1814	1910
INTERMITTENT UNEMPLOYMENT INSURANCE TECHNICIAN	876	906	935	967	998	1030	1082
LABORATORY ASSISTANT	1332	1378	1422	1463	1511	1553	1633
LABORATORY ASSOCIATE I	1642	1713	1775	1843	1908	1977	2086
LABORATORY ASSOCIATE II	1795	1871	1942	2022	2096	2175	2297
LEGAL RESEARCH ASSISTANT*	1873	1952	2036	2118	2199	2283	2412
LICENSED PRACTICAL NURSE I	1585	1646	1710	1775	1844	1916	2012
LICENSED PRACTICAL NURSE II	1663	1727	1795	1865	1936	2010	2112
MEDICAL RECORDS ASSISTANT	1581	1640	1704	1765	1831	1894	1992
MEDICAL RECORDS TECHNICIAN	1714	1786	1851	1927	1998	2067	2182
OFFICE ADMINISTRATIVE SPECIALIST	1795	1871	1942	2022	2096	2175	2297
OFFICE SPECIALIST	1714	1786	1851	1927	1998	2067	2182

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

Effective: July 1, 1993

	1	2	3	4	5	6	7
PHARMACIST LEAD TECHNICIAN	1523	1581	1637	1699	1754	1814	1910
PHARMACIST TECHNICIAN	1424	1472	1520	1571	1621	1673	1758
PUBLIC AID ELIGIBILITY ASSISTANT	1523	1581	1637	1699	1754	1814	1910
RADIOLOGIC TECHNOLOGIST	1714	1786	1851	1927	1998	2067	2182
RADIOLOGIC TECHNOLOGIST PROGRAM COORDINATOR	1795	1871	1942	2022	2096	2175	2297
RANGER	1873	1952	2036	2118	2199	2283	2412
REHABILITATION COUNSELOR AIDE I	1581	1640	1704	1765	1831	1894	1992
REHABILITATION COUNSELOR AIDE II	1714	1786	1851	1927	1998	2067	2182
SENIOR RANGER	1964	2049	2135	2230	2315	2405	2544
SITE TECHNICIAN I	1642	1713	1775	1843	1908	1977	2086
SITE TECHNICIAN II	1795	1871	1942	2022	2096	2175	2297
SOCIAL SERVICE COMMUNITY PLANNER	1714	1786	1851	1927	1998	2067	2182
STATISTICAL RESEARCH TECHNICIAN	1714	1786	1851	1927	1998	2067	2182
UNEMPLOYMENT INSURANCE CLAIMS TECHNICIAN I	1424	1472	1520	1571	1621	1673	1758
UNEMPLOYMENT INSURANCE CLAIMS TECHNICIAN II	1523	1581	1637	1699	1754	1814	1910
UNEMPLOYMENT INSURANCE CLAIMS TECHNICIAN III	1581	1640	1704	1765	1831	1894	1992
VETERANS SERVICE OFFICER	1795	1871	1942	2022	2096	2175	2297
VOCATIONAL INSTRUCTOR	1795	1871	1942	2022	2096	2175	2297

*DEPT. OF EMPLOYMENT SECURITY DESIGNATED POSITIONS ONLY

Effective: July 1, 1993

	1	2	3	4	5	6	7
APPAREL-DRY GOODS SPECIALIST III	1775	1853	1924	1996	2069	2142	2262
ASSISTANT REIMBURSEMENT OFFICER	1546	1599	1655	1712	1767	1826	1924
CHILD DEVELOPMENT AIDE III	1724	1799	1864	1935	2003	2076	2190
CLINICAL LABORATORY ASSOCIATE	1546	1599	1655	1712	1767	1826	1924
CLINICAL LABORATORY TECH I	1724	1799	1864	1935	2003	2076	2190
CLINICAL LABORATORY TECH II	1885	1965	2039	2123	2201	2284	2412
COMPLIANCE OFFICER	1967	2050	2138	2224	2309	2397	2533
CONSERVATION RESOURCE TECH I	1724	1799	1864	1935	2003	2076	2190
CONSERVATION RESOURCE TECH II	1967	2050	2138	2224	2309	2397	2533
CONSTRUCTION SUPERVISOR I	1967	2050	2138	2224	2309	2397	2533
CONSTRUCTION SUPERVISOR II	2262	2367	2475	2578	2685	2793	2958
CRIME SCENE TECHNICIAN	2501	2623	2745	2869	2987	3106	3290
CRIME STUDIES ASSOCIATE	1724	1799	1864	1935	2003	2076	2190
DATA PROCESSING ADMINISTRATIVE SPECIALIST	2062	2151	2242	2342	2431	2525	2671
DATA PROCESSING SPECIALIST	1885	1965	2039	2123	2201	2284	2412
DATA PROCESSING TECHNICIAN	1660	1722	1789	1853	1923	1989	2092
DATA PROCESSING TECHNICIAN TRN	1495	1546	1596	1650	1702	1757	1846

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

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DENTAL ASSISTANT	1495	1546	1596	1650	1702	1757	1846
DENTAL HYGIENIST	1724	1799	1864	1935	2003	2076	2190
ELECTROENCEPHALOGRAPH TECHNICIAN	1599	1660	1719	1784	1842	1905	2006
ENVIRONMENTAL EQUIPMENT OPR I	1885	1965	2039	2123	2201	2284	2412
ENVIRONMENTAL EQUIPMENT OPR II	2062	2151	2242	2342	2431	2525	2671
ENVIRONMENTAL PROTECTION TECH I	1599	1660	1719	1784	1842	1905	2006
ENVIRONMENTAL PROTECTION TECH II	1724	1799	1864	1935	2003	2076	2190
HEARING & SPEECH TECHNICIAN I	1495	1546	1596	1650	1702	1757	1846
HEARING & SPEECH TECHNICIAN II	1660	1722	1789	1853	1923	1989	2092
HISTORIC SITE INTERPRETER	1660	1722	1789	1853	1923	1989	2092
HISTORIC SITE LEAD I	1967	2050	2138	2224	2309	2397	2533
HISTORIC SITE LEAD II	2062	2151	2242	2342	2431	2525	2671
HOUSEKEEPER II	1399	1444	1490	1534	1576	1625	1709
INHALATION THERAPIST	1599	1660	1719	1784	1842	1905	2006
INTERMITTENT UNEMPLOYMENT INSURANCE TECHNICIAN	9.20	9.51	9.82	10.15	10.47	10.81	11.36
LABORATORY ASSISTANT	1399	1447	1493	1536	1587	1631	1715
LABORATORY ASSOCIATE I	1724	1799	1864	1935	2003	2076	2190
LABORATORY ASSOCIATE II	1885	1965	2039	2123	2201	2284	2412
LEGAL RESEARCH ASSISTANT*	1967	2050	2138	2224	2309	2397	2533
LICENSED PRACTICAL NURSE I	1664	1728	1796	1864	1936	2012	2113
LICENSED PRACTICAL NURSE II	1746	1813	1885	1958	2033	2111	2218
MEDICAL RECORDS ASSISTANT	1660	1722	1789	1853	1923	1989	2092
MEDICAL RECORDS TECHNICIAN	1800	1875	1944	2023	2098	2170	2291
OFFICE ADMINISTRATIVE SPECIALIST	1885	1965	2039	2123	2201	2284	2412
OFFICE SPECIALIST	1800	1875	1944	2023	2098	2170	2291
PHARMACIST LEAD TECHNICIAN	1599	1660	1719	1784	1842	1905	2006
PHARMACIST TECHNICIAN	1495	1546	1596	1650	1702	1757	1846
PUBLIC AID ELIGIBILITY ASSISTANT	1599	1660	1719	1784	1842	1905	2006
RADIOLOGIC TECHNOLOGIST	1800	1875	1944	2023	2098	2170	2291
RADIOLOGIC TECHNOLOGIST PROGRAM COORDINATOR	1885	1965	2039	2123	2201	2284	2412
RANGER	1967	2050	2138	2224	2309	2397	2533
REHABILITATION COUNSELOR AIDE I	1660	1722	1789	1853	1923	1989	2092
REHABILITATION COUNSELOR AIDE II	1800	1875	1944	2023	2098	2170	2291
SENIOR RANGER	2062	2151	2242	2342	2431	2525	2671
SITE TECHNICIAN I	1724	1799	1864	1935	2003	2076	2190
SITE TECHNICIAN II	1885	1965	2039	2123	2201	2284	2412
SOCIAL SERVICE COMMUNITY PLANNER	1800	1875	1944	2023	2098	2170	2291
STATISTICAL RESEARCH TECHNICIAN	1800	1875	1944	2023	2098	2170	2291
UNEMPLOYMENT INSURANCE CLAIMS TECHNICIAN I	1495	1546	1596	1650	1702	1757	1846
UNEMPLOYMENT INSURANCE CLAIMS TECHNICIAN II	1599	1660	1719	1784	1842	1905	2006
UNEMPLOYMENT INSURANCE CLAIMS TECHNICIAN III	1660	1722	1789	1853	1923	1989	2092

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

VETERANS SERVICE OFFICER	1885	1965	2039	2123	2201	2284	2412
VOCATIONAL INSTRUCTOR	1885	1965	2039	2123	2201	2284	2412

*DEPT. OF EMPLOYMENT SECURITY DESIGNATED POSITIONS ONLY

(Source: Amended at 16 Ill. Reg. _____, effective _____)

Section 310. TABLE P RC-029 (Paraprofessional Investigatory and Law Enforcement Employees, ISEA)

Effective July 1, 1990 1991

	S T E P S						
	1	2	3	4	5	6	7
AGRICULTURAL PRODUCTS PROMOTER	1717	1789	1858	1934	2005	2080	2197
ANIMAL & ANIMAL PRODUCTS INVESTIGATOR	1878	1960	2042	2133	2215	2300	2433
ANIMAL HEALTH INSPECTOR	1717	1789	1858	1934	2005	2080	2197
ANIMAL WELFARE INSPECTOR	1717	1789	1858	1934	2005	2080	2197
APIARY INSPECTOR	1274	1318	1360	1399	1445	1486	1562
ARSON INVESTIGATOR I	2060	2156	2255	2348	2446	2544	2695
ARSON INVESTIGATOR II	2278	2389	2500	2613	2721	2829	2997
BREATH ALCOHOL ANALYSIS TECHNICIAN	1961	2053	2141	2229	2321	2408	2551
COMMERCE COMM POLICE OFFICER I	2060	2156	2255	2348	2446	2544	2695
COMMERCE COMM POLICE OFFICER II	2278	2389	2500	2613	2721	2829	2997
COMMODITIES INSPECTOR	1571	1638	1698	1763	1825	1891	1995
CONSERVATION-POLICE-OFFICER-I*	2162	2265	2370	2469	2570	2674	2834
CONSERVATION-POLICE-OFFICER-II*	2278	2389	2500	2613	2721	2829	2997
DAUGHTER DRUGS COMPLIANCE OFFICER I	1791	1867	1947	2025	2103	2183	2307
DAUGHTER DRUGS COMPLIANCE OFFICER II	1961	2053	2141	2229	2321	2408	2551
DAUGHTER DRUGS COMPLIANCE OFFICER III	2060	2156	2255	2348	2446	2544	2695
DRUG COMPLIANCE INVESTIGATOR	2833	2980	3127	3273	3424	3568	3789
ENVIRONMENTAL PROTECTION LEGAL INVESTIGATOR I	1571	1638	1698	1763	1825	1891	1995
ENVIRONMENTAL PROTECTION LEGAL INVESTIGATOR II	1717	1789	1858	1934	2005	2080	2197
EXPLOSIVES INSPECTOR I	1717	1789	1858	1934	2005	2080	2197
EXPLOSIVES INSPECTOR II	1878	1960	2042	2133	2215	2300	2433
FINGERPRINT TECHNICIAN I	2162	2265	2370	2469	2570	2674	2834
FINGERPRINT TECHNICIAN II	1457	1512	1566	1625	1678	1735	1827

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

FINGERPRINT TECHNICIAN II	1571	1638	1698	1763	1825	1891	1995
FINGERPRINT TECHNICIAN III	1717	1789	1858	1934	2005	2080	2197
FIRE- INVESTIGATOR- I	1791--1867--	1947--2025--	2103--2183--	2267			
FIRE- INVESTIGATOR- II	1961--2053--	2141--2229--	2321--2408--	2551			
FIRE- PREVENTION- EDUCATION OFFICER- I	1791--1867--	1947--2025--	2103--2183--	2267			
FIRE- PREVENTION- EDUCATION OFFICER- II	1961--2053--	2141--2229--	2321--2408--	2551			
FIRE PREVENTION INSPECTOR I	1791	1867	1947	2025	2103	2183	2307
FIRE PREVENTION INSPECTOR II	1961	2053	2141	2229	2321	2408	2551
GRAIN- INSPECTOR	1571--1638--	1698--1763--	1825--1891--	1995			
GRAIN- SAMPLER-	1457--1512--	1566--1625--	1678--1735--	1827			
GUARD I	1318	1362	1407	1452	1495	1539	1616
GUARD II	1457	1512	1566	1625	1678	1735	1827
GUARD III	1639	1708	1771	1843	1911	1977	2087
LICENSING ASSISTANT	1408	1457	1507	1559	1610	1663	1752
LICENSING- INSPECTOR	1639--1708--	1771--1843--	1911--1977--	2087			
LICENSING INVESTIGATOR I	1639	1708	1771	1843	1911	1977	2087
LICENSING INVESTIGATOR II	1878	1960	2042	2133	2215	2300	2433
LICENSING INVESTIGATOR III	1961	2053	2141	2229	2321	2408	2551
LICENSING INVESTIGATOR IV	2162	2265	2370	2469	2570	2674	2834
LIQUOR CONTROL SPECIAL AGENT I	1791	1867	1947	2025	2103	2183	2307
MOTOR- GARRIER- EMERGENCY OFFICER- I	1791--1867--	1947--2025--	2103--2183--	2267			
MOTOR- GARRIER- EMERGENCY OFFICER- II	2060--2156--	2255--2348--	2446--2544--	2695			
MOTORIST ASSISTANCE SPECIALIST	1408	1457	1507	1559	1610	1663	1752
PERSONAL PROPERTY WAREHOUSE EXAMINER	1639	1708	1771	1843	1911	1977	2087
PLANT & PESTICIDE SPECIALIST I	1961	2053	2141	2229	2321	2408	2551
PLANT & PESTICIDE SPECIALIST II	2162	2265	2370	2469	2570	2674	2834
PLUMBING INSPECTOR	2278	2389	2500	2613	2721	2829	2997
POLICE OFFICER I	2060	2156	2255	2348	2446	2544	2695
POLICE OFFICER II	2278	2389	2500	2613	2721	2829	2997
POLYGRAPH EXAMINER I	2278	2389	2500	2613	2721	2829	2997
POLYGRAPH EXAMINER II	2538	2665	2790	2923	3049	3174	3369
POLYGRAPH EXAMINER III	2833	2980	3127	3273	3424	3568	3789
PRODUCTS & STANDARDS INSPECTOR	1717	1789	1858	1934	2005	2080	2197
SECURITY OFFICER	1717	1789	1858	1934	2005	2080	2197
SECURITY OFFICER SERGEANT	1791	1867	1947	2025	2103	2183	2307
SEED ANALYST I	1639	1708	1771	1843	1911	1977	2087
SEED ANALYST II	1717	1789	1858	1934	2005	2080	2197
SITE SECURITY OFFICER	1457	1512	1566	1625	1678	1735	1827
TRUCK WEIGHING INSPECTOR	1512	1569	1630	1688	1751	1812	1905
VEHICLE EMISSIONS COMPLIANCE OFFICER	1717	1789	1858	1934	2005	2080	2197

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

VEHICLE TESTING COMPLIANCE OFFICER	1961	2053	2141	2229	2321	2408	2551
VEHICLE TESTING STATION INSPECTOR	1717	1789	1858	1934	2005	2080	2197
VITAL RECORDS QUALITY CONTROL INSPECTOR	1717	1789	1858	1934	2005	2080	2197
WAREHOUSE CLAIMS SPECIALIST	2402	2524	2643	2764	2881	3002	3184
WAREHOUSE EXAMINER I	1717	1789	1858	1934	2005	2080	2197
WAREHOUSE EXAMINER II	1961	2053	2141	2229	2321	2408	2551
WAREHOUSE EXAMINER III	2162	2265	2370	2469	2570	2674	2834
WELL INSPECTOR I	1878	1960	2042	2133	2215	2300	2433
WELL INSPECTOR II	2162	2265	2370	2469	2570	2674	2834
LONGEVITY- BONUS- RATES							
*CONSERVATION- POLICE- OFFICER- I	10- YRS--15- YRS--17-5- YRS--20- YRS--25- YRS						
*CONSERVATION- POLICE- OFFICER- II	-3-064---3-216---3-376---3-547---3-722						
	-3-150---3-302---3-462---3-633---3-811						
Effective-December-16,-1990							
8-T-E-P-S							
EXPLOSIVES- INSPECTOR- I	1-----2-----3-----4-----5-----6-----7						
EXPLOSIVES- INSPECTOR- II	1828--1960--2042--2133--2215--2300--2433						
	2162--2265--2370--2469--2570--2674--2834						
Effective August 1, 1991							
S T E P S							
FIRE PREVENTION INSPECTOR I	1	2	3	4	5	6	7
FIRE PREVENTION INSPECTOR II	1878	1960	2042	2133	2215	2300	2433
	2162	2265	2370	2469	2570	2674	2834
NOTE: Effective January 1, 1992, employees who have 15 years of service and have 3 or more years of creditable service on Step 7 in the same pay grade, shall receive an additional \$25.00 monthly.							
Effective: July 1, 1992							
S T E P S							
AGRICULTURAL PRODUCTS PROMOTER	1	2	3	4	5	6	7
ANIMAL & ANIMAL PRODUCTS INVESTIGATOR	1760	1834	1904	1982	2055	2132	2252
ANIMAL HEALTH INSPECTOR	1925	2009	2093	2186	2270	2358	2494
ANIMAL WELFARE INSPECTOR	1760	1834	1904	1982	2055	2132	2252
APIARY INSPECTOR	1306	1351	1394	1434	1481	1523	1601

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

ARSON INVESTIGATOR I	2112	2210	2311	2407	2507	2608	2762
ARSON INVESTIGATOR II	2335	2449	2563	2678	2789	2900	3072
BREATH ALCOHOL ANALYSIS TECHNICIAN	2010	2104	2195	2285	2379	2468	2615
COMMERCE COMMISSION POLICE OFF I	2112	2210	2311	2407	2507	2608	2762
COMMERCE COMMISSION POLICE OFF II	2335	2449	2563	2678	2789	2900	3072
COMMODITIES INSPECTOR	1610	1679	1740	1807	1871	1938	2045
DA	1836	1914	1996	2076	2156	2238	2365
DANGEROUS DRUGS COMPLIANCE OFFICER I	2010	2104	2195	2285	2379	2468	2615
DANGEROUS DRUGS COMPLIANCE OFFICER II	2112	2210	2311	2407	2507	2608	2762
DANGEROUS DRUGS COMPLIANCE OFFICER III	2904	3055	3205	3355	3510	3657	3894
DRUG COMPLIANCE INVESTIGATOR	1610	1679	1740	1807	1871	1938	2045
ENVIRONMENTAL PROTECTION LEGAL INVESTIGATOR I	1760	1834	1904	1982	2055	2132	2252
ENVIRONMENTAL PROTECTION LEGAL INVESTIGATOR II	1925	2009	2093	2186	2270	2358	2494
EXPLOSIVES INSPECTOR I	2216	2322	2429	2531	2634	2741	2905
EXPLOSIVES INSPECTOR II	1493	1550	1605	1666	1720	1778	1873
FINGERPRINT TECHNICIAN I	1610	1679	1740	1807	1871	1938	2045
FINGERPRINT TECHNICIAN II	1760	1834	1904	1982	2055	2132	2252
FINGERPRINT TECHNICIAN III	1925	2009	2093	2186	2270	2358	2494
FIRE PREVENTION INSPECTOR I	2216	2322	2429	2531	2634	2741	2905
FIRE PREVENTION INSPECTOR II	1351	1396	1442	1488	1532	1577	1656
GUARD I	1493	1550	1605	1666	1720	1778	1873
GUARD II	1680	1751	1815	1889	1959	2026	2139
GUARD III	1443	1493	1545	1598	1650	1705	1796
LICENSING ASSISTANT	1680	1751	1815	1889	1959	2026	2139
LICENSING INVESTIGATOR I	1925	2009	2093	2186	2270	2358	2494
LICENSING INVESTIGATOR II	2010	2104	2195	2285	2379	2468	2615
LICENSING INVESTIGATOR III	2216	2322	2429	2531	2634	2741	2905
LICENSING INVESTIGATOR IV	1836	1914	1996	2076	2156	2238	2365
LIQUOR CONTROL SPECIAL AGENT I	1443	1493	1545	1598	1650	1705	1796
MOTORIST ASSISTANCE SPECIALIST	1680	1751	1815	1889	1959	2026	2139
PERSONAL PROPERTY WAREHOUSE EXAMINER	2010	2104	2195	2285	2379	2468	2615
PLANT & PESTICIDE SPECIALIST I	2216	2322	2429	2531	2634	2741	2905
PLANT & PESTICIDE SPECIALIST II	2335	2449	2563	2678	2789	2900	3072
PLUMBING INSPECTOR	2112	2210	2311	2407	2507	2608	2762
POLICE OFFICER I	2335	2449	2563	2678	2789	2900	3072
POLICE OFFICER II	2601	2732	2860	2996	3125	3253	3453
POLYGRAPH EXAMINER I	2904	3055	3205	3355	3510	3657	3894
POLYGRAPH EXAMINER II	1760	1834	1904	1982	2055	2132	2252
POLYGRAPH EXAMINER III							
PRODUCTS & STANDARDS INSPECTOR							

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

SECURITY OFFICER	1760	1834	1904	1982	2055	2132	2252
SECURITY OFFICER SERGEANT	1836	1914	1996	2076	2156	2238	2365
SEED ANALYST I	1680	1751	1815	1889	1959	2026	2139
SEED ANALYST II	1760	1834	1904	1982	2055	2132	2252
SITE SECURITY OFFICER	1493	1550	1605	1666	1720	1778	1873
TRUCK WEIGHING INSPECTOR	1550	1608	1671	1730	1795	1857	1953
VEHICLE EMISSIONS COMPLIANCE INSPECTOR	1760	1834	1904	1982	2055	2132	2252
VEHICLE TESTING COMPLIANCE OFFICER	2010	2104	2195	2285	2379	2468	2615
VEHICLE TESTING STATION INSPECTOR	1760	1834	1904	1982	2055	2132	2252
VITAL RECORDS QUALITY CONTROL INSPECTOR	1760	1834	1904	1982	2055	2132	2252
WAREHOUSE CLAIMS SPECIALIST	2462	2587	2709	2833	2953	3077	3264
WAREHOUSE EXAMINER I	1760	1834	1904	1982	2055	2132	2252
WAREHOUSE EXAMINER II	2010	2104	2195	2285	2379	2468	2615
WAREHOUSE EXAMINER III	2216	2322	2429	2531	2634	2741	2905
WELL INSPECTOR I	1925	2009	2093	2186	2270	2358	2494
WELL INSPECTOR II	2216	2322	2429	2531	2634	2741	2905

Effective: January 1, 1993

	1	2	3	4	5	6	7
AGRICULTURAL PRODUCTS PROMOTER	1795	1871	1942	2022	2096	2175	2297
ANIMAL & ANIMAL PRODUCTS INVESTIGATOR	1964	2049	2135	2230	2315	2405	2544
ANIMAL HEALTH INSPECTOR	1795	1871	1942	2022	2096	2175	2297
ANIMAL WELFARE INSPECTOR	1795	1871	1942	2022	2096	2175	2297
APTARY INSPECTOR	1332	1378	1422	1463	1511	1553	1633
ARSON INVESTIGATOR I	2154	2254	2357	2455	2557	2660	2817
ARSON INVESTIGATOR II	2382	2498	2614	2732	2845	2958	3133
BREATH ALCOHOL ANALYSIS TECHNICIAN	2050	2146	2239	2331	2427	2517	2667
COMMERCE COMMISSION POLICE OFF I	2154	2254	2357	2455	2557	2660	2817
COMMERCE COMMISSION POLICE OFF II	2382	2498	2614	2732	2845	2958	3133
COMMODITIES INSPECTOR	1642	1713	1775	1843	1908	1977	2086
DANGEROUS DRUGS COMPLIANCE	1873	1952	2036	2118	2199	2283	2412
OFFICER I							
DANGEROUS DRUGS COMPLIANCE OFFICER II	2050	2146	2239	2331	2427	2517	2667
DANGEROUS DRUGS COMPLIANCE OFFICER III	2154	2254	2357	2455	2557	2660	2817
DRUG COMPLIANCE INVESTIGATOR	2962	3116	3269	3422	3580	3730	3962
ENVIRONMENTAL PROTECTION LEGAL INVESTIGATOR I	1642	1713	1775	1843	1908	1977	2086

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

	1795	1871	1942	2022	2096	2175	2297
ENVIRONMENTAL PROTECTION LEGAL INVESTIGATOR II	1964	2049	2135	2230	2315	2405	2544
EXPLOSIVES INSPECTOR I	2260	2368	2478	2582	2687	2796	2963
EXPLOSIVES INSPECTOR II	1523	1581	1637	1699	1754	1814	1910
FINGERPRINT TECHNICIAN I	1642	1713	1775	1843	1908	1977	2086
FINGERPRINT TECHNICIAN II	1795	1871	1942	2022	2096	2175	2297
FIRE PREVENTION INSPECTOR I	1964	2049	2135	2230	2315	2405	2544
FIRE PREVENTION INSPECTOR II	2260	2368	2478	2582	2687	2796	2963
GUARD I	1378	1424	1471	1518	1563	1609	1689
GUARD II	1523	1581	1637	1699	1754	1814	1910
GUARD III	1714	1786	1851	1927	1998	2067	2182
LICENSING ASSISTANT	1472	1523	1576	1630	1683	1739	1832
LICENSING INVESTIGATOR I	1714	1786	1851	1927	1998	2067	2182
LICENSING INVESTIGATOR II	1964	2049	2135	2230	2315	2405	2544
LICENSING INVESTIGATOR III	2050	2146	2239	2331	2427	2517	2667
LICENSING INVESTIGATOR IV	2260	2368	2478	2582	2687	2796	2963
LIQUOR CONTROL SPECIAL AGENT I	1873	1952	2036	2118	2199	2283	2412
MOTORIST ASSISTANCE SPECIALIST	1472	1523	1576	1630	1683	1739	1832
PERSONAL PROPERTY WAREHOUSE EXAMINER	1714	1786	1851	1927	1998	2067	2182
PLANT & PESTICIDE SPECIALIST I	2050	2146	2239	2331	2427	2517	2667
PLANT & PESTICIDE SPECIALIST II	2260	2368	2478	2582	2687	2796	2963
PLUMBING INSPECTOR	2382	2498	2614	2732	2845	2958	3133
POLICE OFFICER I	2154	2254	2357	2455	2557	2660	2817
POLICE OFFICER II	2382	2498	2614	2732	2845	2958	3133
POLYGRAPH EXAMINER I	2382	2498	2614	2732	2845	2958	3133
POLYGRAPH EXAMINER II	2653	2787	2917	3056	3188	3318	3522
POLYGRAPH EXAMINER III	2962	3116	3269	3422	3580	3730	3962
PRODUCTS & STANDARDS INSPECTOR	1795	1871	1942	2022	2096	2175	2297
SECURITY OFFICER	1795	1871	1942	2022	2096	2175	2297
SECURITY OFFICER SERGEANT	1873	1952	2036	2118	2199	2283	2412
SEED ANALYST I	1714	1786	1851	1927	1998	2067	2182
SEED ANALYST II	1795	1871	1942	2022	2096	2175	2297
SITE SECURITY OFFICER	1523	1581	1637	1699	1754	1814	1910
TRUCK WEIGHING INSPECTOR	1581	1640	1704	1765	1831	1894	1992
VEHICLE EMISSIONS COMPLIANCE INSPECTOR	1795	1871	1942	2022	2096	2175	2297
VEHICLE TESTING COMPLIANCE OFFICER	2050	2146	2239	2331	2427	2517	2667
VEHICLE TESTING STATION INSPECTOR	1795	1871	1942	2022	2096	2175	2297
VITAL RECORDS QUALITY CONTROL INSPECTOR	1795	1871	1942	2022	2096	2175	2297
WAREHOUSE CLAIMS SPECIALIST	2511	2639	2763	2890	3012	3139	3329
WAREHOUSE EXAMINER I	1795	1871	1942	2022	2096	2175	2297
WAREHOUSE EXAMINER II	2050	2146	2239	2331	2427	2517	2667

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

	2260	2368	2478	2582	2687	2796	2963
WAREHOUSE EXAMINER III	1964	2049	2135	2230	2315	2405	2544
WELL INSPECTOR I	2260	2368	2478	2582	2687	2796	2963
WELL INSPECTOR II							
Effective: July 1, 1993							
	1	2	3	4	5	6	7
AGRICULTURAL PRODUCTS PROMOTER	1885	1965	2039	2123	2201	2284	2412
ANIMAL & ANIMAL PRODUCTS INVESTIGATOR	2062	2151	2242	2342	2431	2525	2671
ANIMAL HEALTH INSPECTOR	1885	1965	2039	2123	2201	2284	2412
ANIMAL WELFARE INSPECTOR	1885	1965	2039	2123	2201	2284	2412
APLARY INSPECTOR	1399	1447	1493	1536	1587	1631	1715
ARSON INVESTIGATOR I	2262	2367	2475	2578	2685	2793	2958
ARSON INVESTIGATOR II	2501	2623	2745	2869	2987	3106	3290
BREATH ALCOHOL ANALYSIS TECHNICIAN	2153	2253	2351	2448	2548	2643	2800
COMMERCE COMMISSION POLICE OFFICER I	2262	2367	2475	2578	2685	2793	2958
COMMERCE COMMISSION POLICE OFFICER II	2501	2623	2745	2869	2987	3106	3290
COMMODITIES INSPECTOR	1724	1799	1864	1935	2003	2076	2190
DAZING DROUG COMPLIANCE OFFICER I	1967	2050	2138	2224	2309	2397	2533
DAZING DROUG COMPLIANCE OFFICER II	2153	2253	2351	2448	2548	2643	2800
DAZING DROUG COMPLIANCE OFFICER III	2262	2367	2475	2578	2685	2793	2958
DRUG COMPLIANCE INVESTIGATOR	3110	3272	3432	3593	3759	3917	4160
ENVIRONMENTAL PROTECTION LEGAL INVESTIGATOR I	1724	1799	1864	1935	2003	2076	2190
ENVIRONMENTAL PROTECTION LEGAL INVESTIGATOR II	1885	1965	2039	2123	2201	2284	2412
EXPLOSIVES INSPECTOR I	2062	2151	2242	2342	2431	2525	2671
EXPLOSIVES INSPECTOR II	2373	2486	2602	2711	2821	2936	3111
FINGERPRINT TECHNICIAN I	1599	1660	1719	1784	1842	1905	2006
FINGERPRINT TECHNICIAN II	1724	1799	1864	1935	2003	2076	2190
FINGERPRINT TECHNICIAN III	1885	1965	2039	2123	2201	2284	2412
FIRE PREVENTION INSPECTOR I	2062	2151	2242	2342	2431	2525	2671
FIRE PREVENTION INSPECTOR II	2373	2486	2602	2711	2821	2936	3111
GUARD I	1447	1495	1545	1594	1641	1689	1773
GUARD II	1599	1660	1719	1784	1842	1905	2006
GUARD III	1800	1875	1944	2023	2098	2170	2291
LICENSING ASSISTANT	1546	1599	1655	1712	1767	1826	1924
LICENSING INVESTIGATOR I	1800	1875	1944	2023	2098	2170	2291
LICENSING INVESTIGATOR II	2062	2151	2242	2342	2431	2525	2671
LICENSING INVESTIGATOR III	2153	2253	2351	2448	2548	2643	2800
LICENSING INVESTIGATOR IV	2373	2486	2602	2711	2821	2936	3111

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

LIQUOR CONTROL SPECIAL AGENT I	1967	2050	2138	2224	2309	2397	2533
MOTORIST ASSISTANCE SPECIALIST	1546	1599	1655	1712	1767	1826	1924
PERSONAL PROPERTY WAREHOUSE EXAMINER	1800	1875	1944	2023	2098	2170	2291
PLANT & PESTICIDE SPECIALIST I	2153	2253	2351	2448	2548	2643	2800
PLANT & PESTICIDE SPECIALIST II	2373	2486	2602	2711	2821	2936	3111
PLUMBING INSPECTOR	2501	2623	2745	2869	2987	3106	3290
POLICE OFFICER I	2262	2367	2475	2578	2685	2793	2958
POLICE OFFICER II	2501	2623	2745	2869	2987	3106	3290
POLYGRAPH EXAMINER I	2501	2623	2745	2869	2987	3106	3290
POLYGRAPH EXAMINER II	2786	2926	3063	3209	3347	3484	3698
POLYGRAPH EXAMINER III	3110	3272	3432	3593	3759	3917	4160
PRODUCTS & STANDARDS INSPECTOR	1885	1965	2039	2123	2201	2284	2412
SECURITY OFFICER	1885	1965	2039	2123	2201	2284	2412
SECURITY OFFICER SERGEANT	1967	2050	2138	2224	2309	2397	2533
SEED ANALYST I	1800	1875	1944	2023	2098	2170	2291
SEED ANALYST II	1885	1965	2039	2123	2201	2284	2412
SITE SECURITY OFFICER	1599	1660	1719	1784	1842	1905	2006
TRUCK WEIGHING INSPECTOR	1660	1722	1789	1853	1923	1989	2092
VEHICLE EMISSIONS COMPLIANCE INSPECTOR	1885	1965	2039	2123	2201	2284	2412
VEHICLE TESTING COMPLIANCE OFFICER	2153	2253	2351	2448	2548	2643	2800
VEHICLE TESTING STATION INSPECTOR	1885	1965	2039	2123	2201	2284	2412
VITAL RECORDS QUALITY CONTROL INSPECTOR	1885	1965	2039	2123	2201	2284	2412
WAREHOUSE CLAIMS SPECIALIST	2637	2771	2901	3035	3163	3296	3495
WAREHOUSE EXAMINER I	1885	1965	2039	2123	2201	2284	2412
WAREHOUSE EXAMINER II	2153	2253	2351	2448	2548	2643	2800
WAREHOUSE EXAMINER III	2373	2486	2602	2711	2821	2936	3111
WELL INSPECTOR I	2062	2151	2242	2342	2431	2525	2671
WELL INSPECTOR II	2373	2486	2602	2711	2821	2936	3111

(Source: Amended at 16 Ill. Reg. _____, effective _____)

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

Section 310. TABLE Q RC-033 (Meat Inspectors, ISEA)

Effective: July 1, 1989

	1	2	3	4	5	6	7
MEAT-AND-POULTRY-INSPECTOR	1503	1567	1625	1687	1746	1810	1909
TRAINEE							
MEAT-AND-POULTRY-INSPECTOR	1714	1787	1863	1938	2012	2089	2208

Effective: July 1, 1990 1991

	1	2	3	4	5	6	7
MEAT AND POULTRY INSPECTOR	1571	1638	1698	1763	1825	1891	1995
TRAINEE							
MEAT AND POULTRY INSPECTOR	1791	1867	1947	2025	2103	2183	2307

NOTE: Effective January 1, 1992, employees who have 15 years of service and have 3 or more years of creditable service on Step 7 in the same pay grade, shall receive an additional \$25.00 monthly.

Effective: July 1, 1992

	1	2	3	4	5	6	7
MEAT AND POULTRY INSPECTOR	1610	1679	1740	1807	1871	1938	2045
TRAINEE							
MEAT AND POULTRY INSPECTOR	1836	1914	1996	2076	2156	2238	2365

Effective: January 1, 1993

	1	2	3	4	5	6	7
MEAT AND POULTRY INSPECTOR	1642	1713	1775	1843	1908	1977	2086
TRAINEE							
MEAT AND POULTRY INSPECTOR	1873	1952	2036	2118	2199	2283	2412

Effective: July 1, 1993

	1	2	3	4	5	6	7
MEAT AND POULTRY INSPECTOR	1724	1799	1864	1935	2003	2076	2190
TRAINEE							
MEAT AND POULTRY INSPECTOR	1967	2050	2138	2224	2309	2397	2533

(Source: Amended at 16 Ill. Reg. _____, effective _____)

ILLINOIS REGISTER

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

Section 310. TABLE R RC-042 (Residual Maintenance Workers, AFSOME)

Effective: July 1, 1988

	1	2	3	4	5	6	7
BUILDING-GROUNDS LABORER	1381	1410	1439	1471	1503	1532	1593
BUILDING-GROUNDS LEAD I	1546	1588	1624	1668	1709	1751	1832
BUILDING-GROUNDS LEAD II	1676	1729	1779	1833	1885	1937	2024
BUILDING-GROUNDS MAINTENANCE WORKER	1506	1546	1583	1621	1661	1700	1773
INTERMITTENT LABORER (MAINTENANCE)	8:30	8:46	8:64	8:83	9:02	9:20	9:56
RACE TRACK MAINTAINER I	1524	1593	1653	1712	1770	1831	1962
RACE TRACK MAINTAINER II	1728	1809	1882	1954	2025	2100	2216

Effective: July 1, 1989

	1	2	3	4	5	6	7
BUILDING-GROUNDS LABORER	1429	1459	1489	1522	1556	1586	1649
BUILDING-GROUNDS LEAD I	1600	1644	1681	1726	1769	1812	1896
BUILDING-GROUNDS LEAD II	1735	1800	1838	1878	1919	1960	2035
BUILDING-GROUNDS MAINTENANCE WORKER	1559	1600	1638	1678	1719	1760	1835
INTERMITTENT LABORER (MAINTENANCE)	8:76	8:94	9:13	9:33	9:54	9:72	10:11
RACE TRACK MAINTAINER I	1588	1649	1711	1772	1832	1895	2031
RACE TRACK MAINTAINER II	1799	1872	1948	2022	2096	2174	2294
REFRIGERATION & AIR-CONDITIONING-REPAIRER	1824	1904	1981	2068	2147	2229	2355

Effective: July 1, 1990

	1	2	3	4	5	6	7
BUILDING-GROUNDS LABORER	1493	1525	1556	1590	1626	1657	1723
BUILDING-GROUNDS LEAD I	1672	1718	1757	1804	1849	1894	1981
BUILDING-GROUNDS LEAD II	1813	1871	1924	1982	2039	2095	2189
BUILDING-GROUNDS MAINTENANCE WORKER	1629	1672	1712	1754	1796	1839	1918
INTERMITTENT LABORER (MAINTENANCE)	9:15	9:35	9:54	9:75	9:97	10:16	10:56
RACE TRACK MAINTAINER I	1659	1723	1788	1852	1914	1980	2122
RACE TRACK MAINTAINER II	1880	1956	2036	2113	2190	2272	2397
REFRIGERATION & AIR-CONDITIONING-REPAIRER	1906	1990	2070	2161	2244	2329	2461

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	1	2	3	4	5	6	7
BUILDING-GROUNDS LABORER	1518	1550	1581	1615	1651	1682	1748
BUILDING-GROUNDS LEAD I	1697	1743	1782	1829	1874	1919	2006
BUILDING-GROUNDS LEAD II	1838	1896	1949	2007	2064	2120	2214
BUILDING-GROUNDS MAINTENANCE WORKER	1654	1697	1737	1779	1821	1864	1943
INTERMITTENT LABORER (MAINTENANCE)	9:31	9:50	9:69	9:90	10:12	10:31	10:72
RACE TRACK MAINTAINER I	1684	1748	1813	1877	1939	2005	2147
RACE TRACK MAINTAINER II	1905	1981	2061	2138	2215	2297	2422
REFRIGERATION & AIR-CONDITIONING-REPAIRER	1931	2015	2095	2186	2269	2354	2486

NOTE: Effective January 1, 1992, employees who have 15 years of service and have 3 or more years of creditable service on Step 7 in the same pay grade, shall receive an additional \$25.00 monthly.

Effective: July 1, 1992

	1	2	3	4	5	6	7
BUILDING-GROUNDS LABORER	1582	1614	1646	1681	1718	1750	1817
BUILDING-GROUNDS LEAD I	1765	1812	1852	1900	1946	1993	2082
BUILDING-GROUNDS LEAD II	1910	1969	2023	2083	2141	2199	2295
BUILDING-GROUNDS MAINTENANCE WORKER	1721	1765	1806	1849	1892	1936	2017
INTERMITTENT LABORER (MAINTENANCE)	9:70	9:89	10:09	10:30	10:53	10:73	11:14
RACE TRACK MAINTAINER I	1752	1817	1884	1950	2013	2081	2226
RACE TRACK MAINTAINER II	1978	2056	2138	2217	2296	2380	2508
REFRIGERATION & AIR-CONDITIONING-REPAIRER	2005	2091	2173	2266	2351	2438	2574

Effective: January 1, 1993

	1	2	3	4	5	6	7
BUILDING-GROUNDS LABORER	1614	1646	1679	1715	1752	1785	1853
BUILDING-GROUNDS LEAD I	1800	1848	1889	1938	1985	2033	2124
BUILDING-GROUNDS LEAD II	1948	2008	2063	2125	2184	2243	2341
BUILDING-GROUNDS MAINTENANCE WORKER	1755	1800	1842	1886	1930	1975	2057
INTERMITTENT LABORER (MAINTENANCE)	9:89	10:09	10:29	10:51	10:74	10:94	11:36
RACE TRACK MAINTAINER I	1787	1853	1922	1989	2053	2123	2271

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RACE TRACK MAINTAINER II	2018	2097	2181	2261	2342	2428	2558
REFRIGERATION & AIR CONDITIONING REPAIRER	2045	2133	2216	2311	2398	2487	2625

Effective: July 1, 1993

	1	2	3	4	5	6	7
BUILDING-GROUNDS LABORER	1721	1755	1789	1827	1866	1901	1972
BUILDING-GROUNDS LEAD I	1916	1967	2010	2061	2111	2161	2256
BUILDING-GROUNDS LEAD II	2072	2135	2192	2258	2319	2381	2484
BUILDING-GROUNDS MAINTENANCE WORKER	1869	1916	1960	2007	2053	2100	2186
INTERMITTENT LABORER (MAINTENANCE)	10.55	10.76	10.97	11.20	11.44	11.65	12.09
RACE TRACK MAINTAINER I	1903	1972	2044	2115	2182	2255	2411
RACE TRACK MAINTAINER II	2145	2228	2316	2400	2485	2576	2712
REFRIGERATION & AIR CONDITIONING REPAIRER	2174	2266	2353	2453	2544	2638	2783

(Source: Amended at 16 Ill. Reg. _____, effective _____)

Section 310. TABLE S HR-012 (Fair Employment Practices Employees, SEIU)

Effective: July 1, 1989

	1	2	3	4	5	6	7
ACCOUNT-TECHNICIAN-I	1447	1501	1560	1615	1676	1734	1823
ACCOUNT-TECHNICIAN-II	1568	1634	1695	1764	1829	1892	1997
DATA-PROCESSING-ASSISTANT	1303	1347	1391	1437	1483	1531	1610
DATA-PROCESSING-OPERATOR	1219	1261	1301	1339	1383	1422	1495
DATA-PROCESSING-OPERATOR TRAINEE	1154	1186	1219	1260	1296	1331	1394
HUMAN-RIGHTS-INVESTIGATOR-I	1797	1876	1954	2041	2120	2201	2328
HUMAN-RIGHTS-INVESTIGATOR-II	1971	2063	2158	2247	2341	2432	2579
HUMAN-RIGHTS-INVESTIGATOR-III	2069	2167	2268	2363	2459	2559	2712
HUMAN-RIGHTS-SPECIALIST-I	1797	1876	1954	2041	2120	2201	2328
HUMAN-RIGHTS-SPECIALIST-II	1971	2063	2158	2247	2341	2432	2579
HUMAN-RIGHTS-SPECIALIST-III	1154	1186	1219	1260	1296	1331	1394
OFFICE-AIDE	1303	1347	1391	1437	1483	1531	1610
OFFICE-ASSISTANT	1394	1447	1499	1555	1606	1660	1748
OFFICE-ASSOCIATE	1219	1261	1301	1339	1383	1422	1495
OFFICE-CLERK	1447	1501	1560	1615	1676	1734	1823
OFFICE-COORDINATOR	2180	2286	2392	2500	2604	2707	2868
TECHNICAL-ADVISOR-I	2565	2697	2827	2958	3093	3221	3422
TECHNICAL-ADVISOR-II							
TECHNICAL-ADVISOR-III							

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	1	2	3	4	5	6	7
ACCOUNT TECHNICIAN I	1512	1569	1630	1688	1751	1812	1905
ACCOUNT TECHNICIAN II	1639	1708	1771	1843	1911	1977	2087
DATA PROCESSING ASSISTANT	1362	1408	1454	1502	1550	1600	1682
DATA PROCESSING OPERATOR	1274	1318	1360	1399	1445	1486	1562
DATA PROCESSING OPERATOR TRAINEE	1206	1239	1274	1317	1354	1391	1457
HUMAN RIGHTS INVESTIGATOR I	1878	1960	2042	2133	2215	2300	2433
HUMAN RIGHTS INVESTIGATOR II	2060	2156	2255	2348	2446	2544	2695
HUMAN RIGHTS INVESTIGATOR III	2162	2265	2370	2469	2570	2674	2834
HUMAN RIGHTS SPECIALIST I	1878	1960	2042	2133	2215	2300	2433
HUMAN RIGHTS SPECIALIST II	2060	2156	2255	2348	2446	2544	2695
OFFICE AIDE	1206	1239	1274	1317	1354	1391	1457
OFFICE ASSISTANT	1362	1408	1454	1502	1550	1600	1682
OFFICE ASSOCIATE	1457	1512	1566	1625	1678	1735	1827
OFFICE CLERK	1274	1318	1360	1399	1445	1486	1562
OFFICE COORDINATOR	1512	1569	1630	1688	1751	1812	1905
TECHNICAL ADVISOR II	2278	2389	2500	2613	2721	2829	2997
TECHNICAL ADVISOR III	2680	2818	2954	3091	3232	3366	3576

NOTE: Effective January 1, 1992, employees who have 15 years of service and have 3 or more years of creditable service on Step 7 in the same pay grade, shall receive an additional \$25.00 monthly.

Effective: July 1, 1992

	1	2	3	4	5	6	7
ACCOUNT TECHNICIAN I	1550	1608	1671	1730	1795	1857	1953
ACCOUNT TECHNICIAN II	1680	1751	1815	1889	1959	2026	2139
DATA PROCESSING ASSISTANT	1443	1493	1545	1598	1650	1705	1796
DATA PROCESSING OPERATOR	1306	1351	1394	1434	1481	1523	1601
DATA PROCESSING OPERATOR TRAINEE	1236	1270	1306	1350	1388	1426	1493
HUMAN RIGHTS INVESTIGATOR I	1925	2009	2093	2186	2270	2358	2494
HUMAN RIGHTS INVESTIGATOR II	2112	2210	2311	2407	2507	2608	2762
HUMAN RIGHTS INVESTIGATOR III	2216	2322	2429	2531	2634	2741	2905
HUMAN RIGHTS SPECIALIST I	1925	2009	2093	2186	2270	2358	2494
HUMAN RIGHTS SPECIALIST II	2112	2210	2311	2407	2507	2608	2762
HUMAN RIGHTS SPECIALIST III	2216	2322	2429	2531	2634	2741	2905
OFFICE AIDE	1236	1270	1306	1350	1388	1426	1493
OFFICE ASSISTANT	1396	1443	1490	1540	1589	1640	1724
OFFICE ASSOCIATE	1493	1550	1605	1666	1720	1778	1873
OFFICE CLERK	1306	1351	1394	1434	1481	1523	1601
OFFICE COORDINATOR	1550	1608	1671	1730	1795	1857	1953
TECHNICAL ADVISOR II	2335	2449	2563	2678	2789	2900	3072
TECHNICAL ADVISOR III	2747	2888	3028	3168	3313	3450	3665

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	1	2	3	4	5	6	7
ACCOUNT TECHNICIAN I	1581	1640	1704	1765	1831	1894	1992
ACCOUNT TECHNICIAN II	1714	1786	1851	1927	1998	2067	2182
DATA PROCESSING ASSISTANT	1472	1523	1576	1630	1683	1739	1832
DATA PROCESSING OPERATOR	1332	1378	1422	1463	1511	1553	1633
DATA PROCESSING OPERATOR TRAINEE	1261	1295	1332	1377	1416	1455	1523
HUMAN RIGHTS INVESTIGATOR I	1964	2049	2135	2230	2315	2405	2544
HUMAN RIGHTS INVESTIGATOR II	2154	2254	2357	2455	2557	2660	2817
HUMAN RIGHTS INVESTIGATOR III	2260	2368	2478	2582	2687	2796	2963
HUMAN RIGHTS SPECIALIST I	1964	2049	2135	2230	2315	2405	2544
HUMAN RIGHTS SPECIALIST II	2154	2254	2357	2455	2557	2660	2817
OFFICE AIDE	1261	1295	1332	1377	1416	1455	1523
OFFICE ASSISTANT	1424	1472	1520	1571	1621	1673	1758
OFFICE ASSOCIATE	1523	1581	1637	1699	1754	1814	1910
OFFICE CLERK	1332	1378	1422	1463	1511	1553	1633
OFFICE COORDINATOR	1581	1640	1704	1765	1831	1894	1992
TECHNICAL ADVISOR II	2382	2498	2614	2732	2845	2958	3133
TECHNICAL ADVISOR III	2802	2946	3089	3231	3379	3519	3738

Effective: July 1, 1993

	1	2	3	4	5	6	7
ACCOUNT TECHNICIAN I	1660	1722	1789	1853	1923	1989	2092
ACCOUNT TECHNICIAN II	1800	1875	1944	2023	2098	2170	2291
DATA PROCESSING ASSISTANT	1546	1599	1655	1712	1767	1826	1924
DATA PROCESSING OPERATOR	1399	1447	1493	1536	1587	1631	1715
DATA PROCESSING OPERATOR TRAINEE	1324	1360	1399	1446	1487	1528	1599
HUMAN RIGHTS INVESTIGATOR I	2062	2151	2242	2342	2431	2525	2671
HUMAN RIGHTS INVESTIGATOR II	2262	2367	2475	2578	2685	2793	2958
HUMAN RIGHTS INVESTIGATOR III	2373	2486	2602	2711	2821	2936	3111
HUMAN RIGHTS SPECIALIST I	2062	2151	2242	2342	2431	2525	2671
HUMAN RIGHTS SPECIALIST II	2262	2367	2475	2578	2685	2793	2958
OFFICE AIDE	1324	1360	1399	1446	1487	1528	1599
OFFICE ASSISTANT	1495	1546	1596	1650	1702	1757	1846
OFFICE ASSOCIATE	1599	1660	1719	1784	1842	1905	2006
OFFICE CLERK	1399	1447	1493	1536	1587	1631	1715
OFFICE COORDINATOR	1660	1722	1789	1853	1923	1989	2092
TECHNICAL ADVISOR II	2501	2623	2745	2869	2987	3106	3290
TECHNICAL ADVISOR III	2942	3093	3243	3393	3548	3695	3925

(Source: Amended at 16 Ill. Reg.

, effective

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Section 310. TABLE W RC-062 (Technical Employees, AFSCME)

Effective July 1, 1988

Grade	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
62-8	1347	1398	1448	1502	1552	1604	1689	
62-9	1398	1450	1507	1560	1619	1675	1760	
62-10	1452	1514	1570	1630	1687	1749	1844	
62-11	1515	1579	1638	1704	1767	1828	1929	
62-12	1587	1654	1718	1788	1854	1923	2031	
62-13	1656	1727	1800	1872	1944	2018	2133	
62-14	1736	1813	1888	1972	2048	2127	2249	
62-15	1814	1899	1980	2061	2146	2226	2358	
62-16	1904	1993	2085	2171	2262	2352	2492	
62-17	1999	2094	2191	2283	2376	2472	2620	
62-18	2106	2209	2311	2415	2516	2615	2771	
62-19	2221	2333	2443	2556	2664	2776	2944	
62-20	2347	2464	2580	2702	2819	2934	3115	
62-21	2478	2606	2731	2858	2988	3112	3306	
62-22	2619	2756	2891	3026	3166	3299	3503	
62-23	2779	2927	3075	3221	3369	3516	3737	

Effective July 1, 1989

Grade	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum
62-8	1394	1447	1499	1555	1606	1660	1748	
62-9	1447	1501	1560	1615	1676	1734	1823	

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62-10	1503	1567	1625	1687	1746	1810	1869
62-11	1568	1634	1695	1764	1829	1892	1957
62-12	1643	1712	1778	1851	1919	1990	2102
62-13	1714	1787	1863	1938	2012	2089	2208
62-14	1797	1876	1954	2041	2120	2201	2328
62-15	1877	1965	2049	2133	2221	2304	2441
62-16	1971	2063	2158	2247	2341	2434	2579
62-17	2069	2167	2268	2363	2459	2559	2712
62-18	2180	2286	2392	2500	2604	2707	2868
62-19	2299	2415	2529	2645	2757	2873	3047
62-20	2429	2559	2670	2797	2918	3037	3224
62-21	2565	2697	2827	2958	3093	3221	3422
62-22	2711	2852	2992	3132	3277	3414	3626
62-23	2876	3029	3183	3334	3487	3639	3868
62-24	3060	3223	3389	3554	3718	3885	4130

Effective July 1, 1990 1991

Salary Grade	Minimum Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum Step 7
62- 8	1457	1512	1566	1625	1678	1735	1827
62- 9	1512	1569	1630	1688	1751	1812	1905
62-10	1571	1638	1698	1763	1825	1891	1995
62-11	1639	1708	1771	1843	1911	1977	2087
62-12	1717	1789	1858	1934	2005	2080	2197
62-13	1791	1867	1947	2025	2103	2183	2307
62-14	1878	1960	2042	2133	2215	2300	2433

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62-15	1961	2053	2141	2229	2321	2408	2551
62-16	2060	2156	2255	2348	2446	2544	2695
62-17	2162	2265	2370	2469	2570	2674	2834
62-18	2278	2389	2500	2613	2721	2829	2997
62-19	2402	2524	2643	2764	2881	3002	3184
62-20	2538	2665	2790	2923	3049	3174	3369
62-21	2680	2818	2954	3091	3232	3366	3576
62-22	2833	2980	3127	3273	3424	3568	3789
62-23	3005	3165	3326	3484	3644	3803	4042
62-24	3198	3368	3542	3714	3885	4060	4316

NOTE: Effective January 1, 1992, employees who have 15 years of service and have 3 or more years of creditable service on Step 7 in the same pay grade, shall receive an additional \$25.00 monthly.

Effective July 1, 1992

62- 8	1493	1550	1605	1666	1720	1778	1873
62- 9	1550	1608	1671	1730	1795	1857	1953
62-10	1610	1679	1740	1807	1871	1938	2045
62-11	1680	1751	1815	1889	1959	2026	2139
62-12	1760	1834	1904	1982	2055	2132	2252
62-13	1836	1914	1996	2076	2156	2238	2365
62-14	1925	2009	2093	2186	2270	2358	2494
62-15	2010	2104	2195	2285	2379	2468	2615
62-16	2112	2210	2311	2407	2507	2608	2762
62-17	2216	2322	2429	2531	2634	2741	2905
62-18	2335	2449	2563	2678	2789	2900	3072

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62-19	2462	2587	2709	2833	2953	3077	3264
62-20	2601	2732	2860	2996	3125	3253	3453
62-21	2747	2888	3028	3168	3313	3450	3665
62-22	2904	3055	3205	3355	3510	3657	3884
62-23	3080	3244	3409	3571	3735	3898	4143
62-24	3278	3452	3631	3807	3982	4162	4424

Effective: January 1, 1993

62- 8	1523	1581	1637	1699	1754	1814	1910
62- 9	1581	1640	1704	1765	1831	1894	1992
62-10	1642	1713	1775	1843	1908	1977	2086
62-11	1714	1786	1851	1927	1998	2067	2182
62-12	1795	1871	1942	2022	2096	2175	2297
62-13	1873	1952	2036	2118	2199	2283	2412
62-14	1964	2049	2135	2230	2315	2405	2544
62-15	2050	2146	2239	2331	2427	2517	2667
62-16	2154	2254	2357	2455	2557	2660	2817
62-17	2260	2368	2478	2582	2687	2796	2963
62-18	2382	2498	2614	2732	2845	2958	3133
62-19	2511	2639	2763	2890	3012	3139	3329
62-20	2653	2787	2917	3056	3188	3318	3522
62-21	2802	2946	3089	3231	3379	3519	3738
62-22	2962	3116	3269	3422	3580	3730	3962
62-23	3142	3309	3477	3642	3810	3976	4226
62-24	3344	3521	3704	3883	4062	4245	4512

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62- 8	1599	1660	1719	1784	1842	1905	2006
62- 9	1660	1722	1789	1853	1923	1989	2092
62-10	1724	1799	1864	1935	2003	2076	2190
62-11	1800	1875	1944	2023	2098	2170	2291
62-12	1885	1965	2039	2123	2201	2284	2412
62-13	1967	2050	2138	2224	2309	2397	2533
62-14	2062	2151	2242	2342	2431	2525	2671
62-15	2153	2253	2351	2448	2548	2643	2800
62-16	2262	2367	2475	2578	2685	2793	2958
62-17	2373	2486	2602	2711	2821	2936	3111
62-18	2501	2623	2745	2869	2987	3106	3290
62-19	2637	2771	2901	3035	3163	3296	3495
62-20	2786	2926	3063	3209	3347	3484	3698
62-21	2942	3093	3243	3393	3548	3695	3925
62-22	3110	3272	3432	3593	3759	3917	4160
62-23	3299	3474	3651	3824	4001	4175	4437
62-24	3511	3697	3889	4077	4265	4457	4738

(Source: Amended at 16 Ill. Reg. _____, effective _____)

Section 310. TABLE X RC-063 (Professional Employees, AFSOME)

Effective: July 1, 1988

Salary Grade	Minimum	Step-1	Step-2	Step-3	Step-4	Step-5	Step-6	Maximum
63-13	1656	1727	1800	1872	1944	2018	2133	

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63-14	1736	1813	1888	1972	2048	2127	2249
63-15	1814	1899	1980	2061	2146	2226	2358
63-16	1904	1993	2085	2171	2262	2352	2492
63-17	1999	2094	2191	2283	2376	2472	2620
63-18	2106	2209	2311	2415	2516	2615	2771
63-19	2221	2333	2443	2556	2664	2776	2944
63-20	2347	2464	2580	2702	2819	2934	3115
63-21	2478	2606	2731	2858	2988	3112	3306
63-22	2619	2756	2891	3026	3166	3299	3503
63-23	2779	2927	3075	3221	3369	3516	3737
Effective: July 1, 1989							
Salary Grade	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum
63-13	1714	1787	1863	1938	2012	2089	2208
63-14	1797	1876	1954	2041	2120	2201	2328
63-15	1877	1965	2049	2133	2221	2304	2441
63-16	1971	2063	2158	2247	2341	2434	2579
63-17	2069	2167	2268	2363	2459	2559	2712
63-18	2180	2286	2392	2500	2604	2707	2868
63-19	2299	2415	2529	2645	2757	2873	3047
63-20	2429	2550	2670	2797	2918	3037	3224
63-21	2565	2697	2827	2958	3093	3221	3422
63-22	2711	2852	2992	3132	3277	3414	3626
63-23	2876	3029	3183	3334	3487	3639	3868

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

Effective: July 1, 1990 1991

Salary Grade	Minimum Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Maximum Step 7
63-13	1791	1867	1947	2025	2103	2183	2307
63-14	1878	1960	2042	2133	2215	2300	2433
63-15	1961	2053	2141	2229	2321	2408	2551
63-16	2060	2156	2255	2348	2446	2544	2695
63-17	2162	2265	2370	2469	2570	2674	2834
63-18	2278	2389	2500	2613	2721	2829	2997
63-19	2402	2524	2643	2764	2881	3002	3184
63-20	2538	2665	2790	2923	3049	3174	3369
63-21	2680	2818	2954	3091	3232	3366	3576
63-22	2833	2980	3127	3273	3424	3568	3789
63-23	3005	3165	3326	3484	3644	3803	4042

NOTE: Effective January 1, 1992, employees who have 15 years of service and have 3 or more years of creditable service on Step 7 in the same pay grade, shall receive an additional \$25.00 monthly.

Effective July 1, 1992

63-13	1836	1914	1996	2076	2156	2238	2365
63-14	1925	2009	2093	2186	2270	2358	2494
63-15	2010	2104	2195	2285	2379	2468	2615
63-16	2112	2210	2311	2407	2507	2608	2762
63-17	2216	2322	2429	2531	2634	2741	2905
63-18	2335	2449	2563	2678	2789	2900	3072
63-19	2462	2587	2709	2833	2953	3077	3264
63-20	2601	2732	2860	2996	3125	3253	3453

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

STANDARD-ACADEMIC-YEAR-TEACHING
SALARY-SCHEDULE
Effective:--July-1,-1990

VALID-APPROPRIATE-TEACHING-CERTIFICATE-AND

BA +	BA +	BA +	BA +	BA +	MA +	MA +	MA +
BA	8 HOURS	16 HOURS	24 HOURS	32 HOURS	MA	16 HOURS	32 HOURS
STEP	LANE-1	LANE-2	LANE-3	LANE-4	LANE-5	LANE-6	LANE-7
1	19323	19853	20310	20783	21313	21571	21643
2	20236	20753	21285	21798	22330	23233	22660
3	21123	21679	22254	22800	23344	23603	23676
4	21990	22596	23198	23787	24375	24635	24708
5	22902	23537	24153	24787	25407	25667	25738
6	23801	24479	25128	25789	26424	26683	26756
7	25192	25884	26590	27310	27989	28254	28326

STANDARD-WORK-YEAR-TEACHING
SALARY-SCHEDULE
Effective:--July-1,-1988

VALID-APPROPRIATE-TEACHING-CERTIFICATE-AND

BA +	BA +	BA +	BA +	BA +	MA +	MA +	MA +
BA	8 HOURS	16 HOURS	24 HOURS	32 HOURS	MA	16 HOURS	32 HOURS
STEP	LANE-1	LANE-2	LANE-3	LANE-4	LANE-5	LANE-6	LANE-7
1	22825	23227	23650	24054	24477	24722	24813
2	23823	24283	24724	25169	25606	25853	25948
3	24860	25320	25800	26280	26760	27006	27097
4	25877	26377	26878	27375	27874	28121	28211
5	26915	27450	27970	28505	29025	29272	29365
6	27932	28505	29043	29602	30158	30405	30496
7	29547	30114	30723	31311	31917	32170	32261

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

STANDARD-WORK-YEAR-TEACHING
SALARY-SCHEDULE
Effective:--July-1,-1989

VALID-APPROPRIATE-TEACHING-CERTIFICATE-AND

BA +	BA +	BA +	BA +	BA +	MA +	MA +	MA +
BA	8 HOURS	16 HOURS	24 HOURS	32 HOURS	MA	16 HOURS	32 HOURS
STEP	LANE-1	LANE-2	LANE-3	LANE-4	LANE-5	LANE-6	LANE-7
1	23624	24040	24478	24896	25324	25587	25681
2	24657	25133	25589	26050	26502	26758	26856
3	25730	26206	26703	27200	27697	27951	28045
4	26783	27300	27819	28333	28850	29105	29198
5	27857	28411	28949	29503	30041	30297	30393
6	28910	29503	30060	30638	31214	31469	31563
7	30581	31168	31798	32407	33034	33296	33390

STANDARD-WORK-YEAR-TEACHING
SALARY-SCHEDULE
Effective:--July-1,-1990

VALID-APPROPRIATE-TEACHING-CERTIFICATE-AND

BA +	BA +	BA +	BA +	BA +	MA +	MA +	MA +
BA	8 HOURS	16 HOURS	24 HOURS	32 HOURS	MA	16 HOURS	32 HOURS
STEP	LANE-1	LANE-2	LANE-3	LANE-4	LANE-5	LANE-6	LANE-7
1	24687	25122	25580	26016	26474	26738	26837
2	25767	26264	26741	27222	27695	27962	28065
3	26888	27385	27905	28424	28943	29209	29307
4	27988	28529	29071	29608	30148	30415	30512
5	29111	29689	30252	30831	31393	31660	31761
6	30211	30831	31413	32017	32619	32885	32983
7	31957	32571	33229	33865	34521	34794	34893

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NOTICE OF PROPOSED AMENDMENTS

STANDARD ACADEMIC YEAR SCHEDULE
Effective July 1, 1991

LANE	EDUCATIONAL LEVEL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	BA	19323	20236	21123	22098	23233	24314	26378
2	BA + 8 Hours	19853	20753	21695	22825	24001	25141	27251
3	BA + 16 Hours	20310	21285	22385	23558	24689	25936	28145
4	BA + 32 Hours	20783	21812	23046	24276	25532	26755	29064
5	MA	21313	22447	23707	24994	26297	27542	29936
6	MA + 16 Hours	21710	22962	24231	25527	26837	28088	30521
7	MA + 32 Hours	22370	23627	24909	26215	27534	28795	31275

STANDARD WORK YEAR SCHEDULE
Effective July 1, 1991

LANE	EDUCATIONAL LEVEL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	BA	24687	25767	26888	27988	29111	30211	31957
2	BA + 8 Hours	25122	26264	27385	28529	29689	30831	32571
3	BA + 16 Hours	25580	26741	27905	29071	30252	31413	33229
4	BA + 32 Hours	26016	27222	28424	29608	30831	32017	33865
5	MA	26474	27695	28943	30148	31393	32619	34521
6	MA + 16 Hours	26738	27962	29209	30415	31660	32885	34794
7	MA + 32 Hours	26837	28065	29307	30512	31761	32983	34893

NOTE: Effective January 1, 1992, employees who have 15 years of service and have 3 or more years of creditable service on Step 7 in the same pay grade, shall receive an additional \$25.00 monthly.

Effective July 1, 1992

LANE	EDUCATIONAL LEVEL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	BA	2201	2304	2406	2516	2646	2770	3004
2	BA + 8 Hours	2261	2364	2471	2599	2734	2863	3104
3	BA + 16 Hours	2313	2424	2549	2683	2812	2954	3205
4	BA + 32 Hours	2367	2485	2625	2764	2908	3047	3310
5	MA	2427	2556	2700	2846	2995	3137	3409
6	MA + 16 Hours	2472	2615	2759	2907	3057	3199	3476
7	MA + 32 Hours	2548	2691	2837	2986	3135	3279	3562

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NOTICE OF PROPOSED AMENDMENTS

Effective January 1, 1993

LANE	EDUCATIONAL LEVEL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	BA	2245	2350	2454	2566	2699	2825	3064
2	BA + 8 Hours	2306	2411	2520	2651	2789	2920	3166
3	BA + 16 Hours	2359	2472	2600	2737	2868	3013	3269
4	BA + 32 Hours	2414	2535	2678	2819	2966	3108	3376
5	MA	2476	2607	2754	2903	3055	3200	3477
6	MA + 16 Hours	2521	2667	2814	2965	3118	3263	3546
7	MA + 32 Hours	2599	2745	2894	3046	3198	3345	3633

Effective July 1, 1993

LANE	EDUCATIONAL LEVEL	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
1	BA	2357	2468	2577	2694	2834	2966	3217
2	BA + 8 Hours	2421	2532	2646	2784	2928	3066	3324
3	BA + 16 Hours	2477	2596	2730	2874	3011	3164	3432
4	BA + 32 Hours	2535	2662	2812	2960	3114	3263	3545
5	MA	2600	2737	2892	3048	3208	3360	3651
6	MA + 16 Hours	2647	2800	2955	3113	3274	3426	3723
7	MA + 32 Hours	2729	2882	3039	3198	3358	3512	3815

(Source: Amended at 16 Ill. Reg. _____, effective _____)

Section 310. TABLE Z RC-063 (Physicians, AFSQME)

Effective: July 1, 1988

		S-T-E-P-S	
PHYSICIAN	1	1-----2-----3-----4-----5-----6	
		4,551-----4,812-----5,075-----5,337-----5,601-----5,862	
PHYSICIAN-SPECIALIST	OPTION-A	54,612-----57,744-----60,900-----64,044-----67,212-----70,344	
		4,812-----5,110-----5,408-----5,705-----6,002-----6,300	
PHYSICIAN-SPECIALIST	OPTION-B	57,744-----61,320-----64,896-----68,460-----72,024-----75,600	
		5,250-----5,565-----5,880-----6,195-----6,510-----6,825	
PHYSICIAN-SPECIALIST	OPTION-C	63,000-----66,700-----70,360-----74,040-----77,720-----81,400	
		5,862-----6,213-----6,563-----6,913-----7,263-----7,613	
PHYSICIAN-SPECIALIST	OPTION-D	70,344-----74,556-----78,756-----82,956-----87,156-----91,356	
		6,563-----6,913-----7,263-----7,613-----7,963-----8,313	
PHYSICIAN-SPECIALIST	OPTION-E	78,756-----82,956-----87,156-----91,356-----95,556-----99,756	

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

NOTICE OF PROPOSED AMENDMENTS

Effective: July 1, 1989

	S-T-E-P-S					
	1	2	3	4	5	6
PHYSICIAN	4,710	4,980	5,253	5,524	5,797	6,067
	56,520	59,760	63,036	66,288	69,564	72,804
PHYSICIAN-SPECIALIST	4,980	5,289	5,597	5,905	6,212	6,521
OPTION A	59,760	63,468	67,164	70,860	74,560	78,252
PHYSICIAN-SPECIALIST	5,434	5,760	6,086	6,412	6,738	7,064
OPTION B	65,208	69,120	73,032	76,944	80,856	84,768
PHYSICIAN-SPECIALIST	6,067	6,430	6,793	7,155	7,517	7,879
OPTION C	72,804	77,160	81,516	85,860	90,204	94,548
PHYSICIAN-SPECIALIST	6,793	7,155	7,517	7,879	8,242	8,604
OPTION D	81,516	85,860	90,204	94,548	98,892	103,248

Effective: July 1, 1990

	S T E P S					
	1	2	3	4	5	6
PHYSICIAN	4,922	5,204	5,489	5,773	6,058	6,340
	59,064	62,448	65,868	69,276	72,696	76,080
PHYSICIAN SPECIALIST	5,204	5,527	5,849	6,171	6,492	6,814
OPTION A	62,448	66,324	70,188	74,052	77,904	81,768
PHYSICIAN SPECIALIST	5,679	6,019	6,360	6,701	7,041	7,382
OPTION B	68,148	72,228	76,320	80,412	84,492	88,584
PHYSICIAN SPECIALIST	6,340	6,719	7,099	7,477	7,855	8,234
OPTION C	76,080	80,628	85,188	89,724	94,260	98,808
PHYSICIAN SPECIALIST	7,099	7,477	7,855	8,234	8,613	8,991
OPTION D	85,188	89,724	94,260	98,808	103,356	107,892

NOTE: Effective January 1, 1992, employees who have 15 years of service and have 3 or more years of creditable service on Step 6 in the same pay grade, shall receive an additional \$25.00 monthly.

Effective: July 1, 1992

	S T E P S					
	1	2	3	4	5	6
PHYSICIAN	5,045	5,334	5,626	5,917	6,209	6,499
PHYSICIAN SPECIALIST	5,334	5,665	5,995	6,325	6,654	6,984
OPTION A						

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PHYSICIAN SPECIALIST	5,821	6,169	6,519	6,869	7,217	7,567
OPTION B						
PHYSICIAN SPECIALIST	6,499	6,887	7,276	7,664	8,051	8,440
OPTION C						
PHYSICIAN SPECIALIST	7,276	7,664	8,051	8,440	8,828	9,216
OPTION D						

Effective January 1, 1993

	S T E P S					
	1	2	3	4	5	6
PHYSICIAN	5,146	5,441	5,739	6,035	6,333	6,629
PHYSICIAN SPECIALIST	5,441	5,778	6,115	6,452	6,787	7,124
OPTION A						
PHYSICIAN SPECIALIST	5,937	6,292	6,649	7,006	7,361	7,718
OPTION B						
PHYSICIAN SPECIALIST	6,629	7,025	7,422	7,817	8,212	8,609
OPTION C						
PHYSICIAN SPECIALIST	7,422	7,817	8,212	8,609	9,005	9,400
OPTION D						

Effective: July 1, 1993

	S T E P S					
	1	2	3	4	5	6
PHYSICIAN	5,403	5,713	6,026	6,337	6,650	6,960
PHYSICIAN SPECIALIST	5,713	6,067	6,421	6,775	7,126	7,480
OPTION A						
PHYSICIAN SPECIALIST	6,234	6,607	6,981	7,356	7,729	8,104
OPTION B						
PHYSICIAN SPECIALIST	6,960	7,376	7,793	8,208	8,623	9,039
OPTION C						
PHYSICIAN SPECIALIST	7,793	8,208	8,623	9,039	9,455	9,870
OPTION D						

(Source: Amended at 16 Ill. Reg. _____, effective _____)

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NOTICE OF PROPOSED RULES

- 1) Heading of the Part: Preschool Educational and Coordinated Model Preschool Educational Programs

- 2) Code Citation: 23 Ill. Adm. Code 235

<u>Section Numbers:</u>	<u>Proposed Action:</u>
235.10	New Section
235.20	New Section
235.30	New Section
235.40	New Section
235.45	New Section
235.50	New Section
235.60	New Section
235.100	New Section
235.110	New Section
235.120	New Section
235.130	New Section
235.135	New Section
235.140	New Section
235.150	New Section

- 4) Statutory Authority: Ill. Rev. Stat. 1989, ch. 122, par. 2-3.71, as amended by P.A. 87-515, effective September 13, 1991.

- 5) A Complete Description of the Subjects and Issues Involved:

These proposed rules are divided into two subparts. Subpart A describes the application procedure and approval criteria for the Prekindergarten Program for Children At Risk of Academic Failure. The rules define the prekindergarten at-risk program; the population to be served by the program; and who may apply for grants to fund a prekindergarten program. The rules also describe the application procedure, including the required components of the prekindergarten educational and screening programs; set forth criteria by which grant proposals will be evaluated; provide for both initial and renewal applications; and contain additional information pertaining to the terms under which prekindergarten programs will be funded.

Subpart B implements two public acts: P.A. 86-316, approved in 1989, which added the coordinated model research program to Section 2-3.71 of the School Code; and P.A. 87-515, approved this legislative session, which makes private institutions of higher education eligible applicants under the program.

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Since the statute gives the discretion of whether to fund model research programs to the State Board of Education, this subpart specifies when funds (up to 5 percent of the amount appropriated for the prekindergarten at-risk program) will be used to support model research programs.

This subpart also describes who is eligible to apply for a grant; the application procedure and content; and various terms and conditions of receiving a grant under this program. Additionally, the proposed rules describe the necessary components of a model research program and the criteria by which grant proposals, both initial and renewal, will be evaluated.

- 6) Will this proposed rule replace an emergency rule currently in effect? No
- 7) Does this rulemaking contain an automatic repeal date? No
- 8) Does this proposed rule contain incorporations by reference? No
- 9) Are there any other proposed amendments pending on this Part? No

- 10) Statement of Statewide Policy Objectives: These rules will not create or enlarge a state mandate.

- 11) Time, Place, and Manner in which interested persons may comment on this proposed rulemaking: Written comments may be submitted within 45 days of the publication of this notice to:

Jon X. Healy
Agency Rules Coordinator
Illinois State Board of Education
100 North First Street
Springfield, Illinois 62777
(217) 782-4980

- 12) Initial Regulatory Flexibility Analysis: These rules will not affect small businesses.

The full text of the Proposed Rule(s) begins on the next page:

TITLE 23: EDUCATION AND CULTURAL RESOURCES

SUBTITLE A: EDUCATION

CHAPTER I: STATE BOARD OF EDUCATION

SUBCHAPTER f: INSTRUCTION FOR SPECIFIC STUDENT POPULATIONS

PART 235

PRESCHOOL EDUCATIONAL AND COORDINATED MODEL PRESCHOOL EDUCATIONAL PROGRAMS

SUBPART A: PREKINDERGARTEN AT-RISK PROGRAM

Section

- 235.10 Purpose
- 235.20 Eligible Applicants
- 235.30 Application Procedure and Content
- 235.40 Proposal Review and Approval Criteria -- Initial Applications
- 235.45 Proposal Review and Approval Criteria -- Renewal Applications
- 235.50 Allocation of Funds
- 235.60 Terms of the Grant

SUBPART B: COORDINATED MODEL PRESCHOOL EDUCATIONAL PROGRAM

- 235.100 Implementation and Purpose
- 235.110 Eligible Applicants
- 235.120 Application Procedure and Content
- 235.130 Proposal Review and Approval Criteria -- Initial Applications
- 235.135 Proposal Review and Approval Criteria -- Renewal Applications
- 235.140 Allocation of Funds
- 235.150 Terms of the Grant

AUTHORITY: Implementing and authorized by Section 2-3.71 of the School Code (Ill. Rev. Stat. 1989, ch. 122, par. 2-3.71, as amended by P.A. 87-515, effective September 13, 1991).

SOURCE: Adopted at ___ Ill. Reg. ___, effective ____.

NOTE: Capitalization denotes statutory language.

SUBPART A: PREKINDERGARTEN AT-RISK PROGRAM

Section 235.10 Purpose

- a) These rules establish the procedures and criteria for approval of applications submitted to the State Board of Education by eligible applicants for grants to assist in establishing prekindergarten programs for children at risk of academic failure as authorized in Section 2-3.71(a) of the School Code (Ill. Rev. Stat. 1989, ch. 122, par. 2-3.71(a)).

- b) "At risk" is defined as those children who BECAUSE OF THEIR HOME AND COMMUNITY ENVIRONMENT ARE SUBJECT TO SUCH LANGUAGE, CULTURAL, ECONOMIC AND LIKE DISADVANTAGES THAT THEY HAVE BEEN DETERMINED, AS A RESULT OF SCREENING PROCEDURES (to be carried out in conformance with Section 235.30(d)(3)) TO BE AT RISK OF ACADEMIC FAILURE (Section 2-3.71(a) of the School Code).

Section 235.20 Eligible Applicants

Proposals for grant awards under Section 2-3.71(a) of the School Code may be submitted only by a public school district. A public school district may subcontract with a private school, not-for-profit corporation or other governmental agency to conduct a preschool educational program for children ages 3 to kindergarten enrollment age, as defined in Section 10-20.12 of the School Code, who are considered to be at risk of academic failure. A combination of public school districts may submit a joint application for funds.

- a) If a joint application is submitted, then an administrative agent shall be designated, and the superintendent from each of the participating districts shall sign the application.
- b) Applicants who propose to use a subcontractor shall provide the information required by Section 235.30(d)(8).

Section 235.30 Application Procedure and Content

It is the intention of the State Board of Education to approve prekindergarten at-risk program projects for a three-year period. Funding for the second and third years of operation, i.e.,

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beginning the year following the initial grant award, will be contingent upon the availability of funds for the program and on the grantee's progress toward meeting its objectives (see Section 235.45).

- a) The State Board of Education will issue a Request for Proposals (RFP) specifying the information which applicants shall include in their proposals and requiring that proposals be submitted no later than the date specified in the RFP. The RFP shall provide at least forty-five (45) calendar days in which to submit proposals.
- b) Proposals may be written to request funds to provide screening and an educational program, or an educational program only. Applicants that propose to provide an educational program only shall furnish evidence showing: that the program staff will be or have been provided with the results of and were included in the screening process; dates of screening including screening results and name of entity that conducted screening; a description of comprehensive screening procedures; and, that children to be served in the educational program were identified in accordance with subsection (d)(3).
- c) All applicants shall complete the "Prekindergarten Program for Children At Risk of Academic Failure" proposal summary contained in the RFP.

- d) Each initial proposal (i.e., from applicants who did not receive funding under this Subpart for a prekindergarten at-risk program in the year previous to an application) shall provide the following information:

- 1) Statement of Need

- A) Applicants shall describe the process that was used to determine the need for a prekindergarten at-risk program in the community in relation to other similar services which may be operating in the same geographic area.
- B) Applicants shall describe the need for the prekindergarten at-risk program based on demographic data and descriptive information

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regarding the community in which the children reside. Such information about the community may include, but need not be limited to, educational level of parents, employment conditions, birth trauma, low birth weight or prematurity, the community's dropout, truancy and teenage pregnancy rates, number of limited-English-speaking families, and rates of poverty, child abuse and neglect, and information regarding drug/alcohol abuse.

- c) Applicants shall include estimates of the total number of age-eligible children (i.e., ages 3 to kindergarten enrollment age) at risk in the proposed service area and the number of such children previously enrolled in state and federally funded birth-through-age-2 early prevention/intervention programs who are now age-eligible for the prekindergarten at-risk program.
- d) If other services available to the same population are in operation in the school district (e.g., Chapter 1, bilingual, English as a Second Language programs) or in the community (e.g., Head Start, child-care programs), then applicants shall describe the procedures to be used to work with those programs for recruitment, screening of children and program delivery.

- 2) Population to be Served

The prekindergarten at-risk program shall serve those children who are ages 3 to kindergarten enrollment age and are considered to be at risk of academic failure as defined in Section 235.10(b).

- A) Applicants shall indicate the maximum number of children to be screened for program eligibility, and for those children who are screened, state the maximum to be served by the educational program.
- B) Applicants shall indicate the staff/child ratio for each classroom. It shall not exceed a ratio of one adult to 10 children,

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and no more than 20 children shall be served in each classroom.

3) Screening

Applicants may adopt or adapt a comprehensive screening procedure from an existing program, using the list of suggested screening programs contained in the RFP, or develop their own comprehensive screening procedures. If applicants adapt an existing comprehensive screening procedure or develop their own procedures, then they shall demonstrate that the instruments used are valid and reliable, citing the source(s) of evidence used (e.g., publisher's assurance; assurance of district personnel who have matched the assessment approach with empirical data and results). All comprehensive screening procedures shall contain the elements set forth in subsections (A) and (B).

A) Applicants shall indicate the specific procedures that will be used to screen children and to determine their need for educational services. The proposed comprehensive screening procedures shall include the areas listed in subsection (B) and shall assess each child's development in relation to the criteria established for them. Comprehensive screening procedures shall include at least the following components:

- i) Written parental permission for screening, as required by Section 2-3.71(a) of the School Code.
- ii) Parent interview, including a summary of the child's health history and social development.
- iii) Vision and hearing screening, in accordance with 77 Ill. Adm. Code 685 (Vision Screening) and 77 Ill. Adm. Code 675 (Hearing Screening).
- iv) Documentation of health examination and immunization in accordance with Section

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27-8.1 of the School Code and 23 Ill. Adm. Code 625 (Health Examinations and Immunizations).

- v) Screening instruments/activities related to each of the applicant's criteria as required in subsection (A).
- vi) Provision for the inclusion of prekindergarten at-risk program teaching staff in the screening process. Results of the screening shall be made available to the teaching staff.

B) Applicants shall indicate and define the criteria by which students will be determined to be at risk of academic failure. These criteria shall address at least the following areas: vocabulary, visual-motor integration, language and speech development, English proficiency, fine and gross motor skills, social skills and cognitive development.

4) Educational Program

The proposed educational program shall not be approved for funding unless the screening requirements listed in subsections (b) and (d)(3) have been met. Each applicant's proposal shall include the following in relation to the educational program:

- A) A description of how the proposed educational program, which may be classroom- and/or home-based, is developmentally appropriate for each child. That description will be accepted based on evidence in the proposal that the results of the individualized assessment profile for each child will be the basis for determining that child's educational program.
- B) A description of the curriculum, which shall include:
 - i) Integrated learning and related experiences that address the following domains of development: physical,

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including fine and gross motor, visual-motor, health and nutrition; cognitive; language; emotional; and social. Applicants shall describe how these domains of development shall be incorporated into the program components to ensure effective service delivery and program administration.

- ii) Each proposal shall describe the language and literacy development program to be implemented for all children. This program will be based on each child's individual assessment.
- C) Development and implementation of student progress plans to ensure that the educational program meets the needs of the student and provides a system whereby that student's parents are routinely advised of their child's progress.

- D) A list and description of the roles of full-time and part-time professional and nonprofessional staff positions to be paid by the project. All staff shall hold the appropriate certification in the position for which they were hired pursuant to Appendix B of 23 Ill. Adm. Code 1 (Public Schools Evaluation, Recognition and Supervision).

- E) A description of the staff inservice training and other staff development activities to be conducted. These activities shall be designed with special emphasis on the population to be served in the prekindergarten at-risk program.

- F) Other information, such as daily schedules (including the number of hours per day and days per week the program will operate), classroom locations, facility leasing information, if applicable, as specified in the RFP.

- 5) Parent-Community Involvement

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- A) The applicant shall describe the proposed parent education/involvement component of the prekindergarten at-risk program. Such component shall provide to the parents an explanation of the program's goals, objectives and planned activities and may include home visitations and parents' involvement in the classroom.

- B) The applicant shall describe how the program will establish and maintain linkages and cooperate with other child-care providers concerned with the education, welfare, health and safety needs of young children. Applicants are encouraged to establish linkages with such programs as Head Start, birth-through-age-2 programs, adult literacy and others specified in the RFP.

6) Evaluation

- A) Formative evaluation

The applicant shall describe the evaluation process for determining whether progress is being made toward achieving its program objectives.

- B) Summative Evaluation

The applicant shall describe the evaluation process for determining the success of the program. The evaluation shall be designed so that it will provide assessment data on all children who are served by the project and permit the collection of longitudinal data necessary to determine the effect of the prekindergarten at-risk program on those children as they progress through school.

7) Budget

The budget summary and payment schedule shall be completed on the form provided in the RFP. A budget breakdown, i.e., a detailed explanation of each line item of expenditure, also shall be provided.

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8) Subcontracting

The applicant may operate its own program or enter into a subcontract with a private school, not-for-profit or other governmental agency to implement the program; however, all program responsibilities are to be retained by the applicant to ensure compliance with the terms and conditions of the grant. All subcontracting shall be documented and have the prior approval of the State Superintendent of Education. Approval of subcontracts shall be subject to the same criteria as are applied to the original project application. The following information is required if any subcontracting is used:

- A) Name and address of subcontractor(s).
- B) Need/purpose for subcontracting.
- C) Measurable and time-specific services to be provided.
- D) Projected number of children to be served.
- E) Associated costs, i.e., amounts, including the total, to be paid for services specified in the subcontract.

9) Certification and Assurances

The applicant shall submit the certification and assurances form attesting to the following:

- A) The applicant has the necessary legal authority to apply for and to receive the proposed grant. The filing of the application has been authorized by the governing body of the applicant, and the applicant's representative has been duly authorized to file the application, and to otherwise act as the authorized representative of the applicant in connection with the application and any award in relation thereto.
- B) The activities and services for which assistance is sought under the program will

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be administered by or under the supervision of the applicant in accordance with the laws and regulations applicable to the contract. No subcontractors will be used except as stated in the application.

- C) In planning the program proposed in the application, there has been, and in establishing and carrying out the program, there will be (to the extent applicable to the program) participation of persons broadly representative of the cultural and educational resources of the area to be served, including persons representative of the interests of potential beneficiaries.
- D) All funds provided shall be used for the purposes stated in the approved proposal.
- E) The applicant understands that payment for approved services and expenses will be made on a reimbursement-of-claims basis, and that payment will be made in accordance with the applicable statutes, regulations and standards after an application for payment is submitted to the State Board of Education.
- F) The applicant will maintain records on program and fiscal activities related to each award for a period of three (3) years for a state-funded program, and five (5) years for a federally funded program, following the end of each award period. Such records shall include a fiscal accounting for all monies in accordance with generally accepted governmental accounting principles. The State Board of Education shall have the right to inspect the applicant's records for auditing and monitoring purposes. If there are outstanding audit exceptions, then records will be retained on file until such exceptions are closed out to the satisfaction of the State Board of Education.
- G) All rights, including copyright, to data, information, and/or other materials developed pursuant to an award are retained by the State Board of Education, unless otherwise

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agreed in writing by the State Board of Education. All such work products produced by the applicant through work pursuant to the award shall be made available to the State Board of Education upon request.

H) The applicant will obey all laws, regulations, and executive orders prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap, and all other laws, regulations, and executive orders applicable to its activities, including but not limited to the School Code (Ill. Rev. Stat. 1989, ch. 122, par. 1-1 et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), the Illinois Human Rights Act (Ill. Rev. Stat. 1989, ch. 68, par. 1-101 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.), the Public Works Employment Discrimination Act (Ill. Rev. Stat. 1989, ch. 29, par. 16.9 et seq.), and the Americans with Disabilities Act of 1990 (Public Law 101-336).

I) The applicant is not barred from entering into a contract by Section 33E-3 or 33E-4 of the Criminal Code of 1961 (Ill. Rev. Stat. 1989, ch. 38, pars. 33E-3, 33E-4).

J) The applicant is not barred from entering into a contract by Section 10.1 of the Illinois Purchasing Act (Ill. Rev. Stat. 1989, ch. 127, par. 132-10.1).

K) The applicant is not barred from entering into a contract by Section 11.1 of the Illinois Purchasing Act (Ill. Rev. Stat. 1989, ch. 127, par. 132-11.1).

L) If the applicant is an individual, then the applicant is not in default on an educational loan as provided in Section 3 of the

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Educational Loan Default Act (Ill. Rev. Stat. 1989, ch. 127, par. 3553).

e) Each proposal for renewal shall contain at least the following:

- 1) A summative evaluation of the preceding year's program documenting the services provided and using evaluation data and other information to demonstrate the degree to which the program achieved its stated objectives;
- 2) Updated information applicable to the activities proposed for the renewal period as called for in subsections (d)(1) through (d)(8). Any changes in these elements from the initial year to those proposed for the renewal period shall be explained in the renewal application;
- 3) A narrative statement relating the activities and objectives proposed for the renewal period to the evaluation results provided pursuant to subsection (e)(1); and
- 4) The certification and assurances form referred to in subsection (d)(9), bearing the signature of the current administrative agent and applicable to the renewal period.

Section 235.40 Proposal Review and Approval Criteria -- Initial Applications

Proposals submitted for initial funding under this subpart in response to the Request for Proposals shall be evaluated in the following manner and in accordance with the criteria set forth in subsection (c).

- a) Information contained in proposals submitted in accordance with Section 235.30 shall be reviewed by State Board of Education staff to determine that the information demonstrates compliance with Section 2-3.71(a) of the School Code and this Subpart.
- b) If a proposal is incomplete, then State Board staff will communicate with the applicant by telephone to request the needed information. Such applicants shall supply the requested information within thirty (30) calendar days of their receipt of said request.

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- c) Complete program proposal applications shall be reviewed and rank ordered by early childhood consultants hired by the State Board of Education on the basis of the following criteria and points:
- 1) The program proposal contains a developmentally appropriate screening and/or educational component(s), goals, objectives and activities, and an evaluation process that are appropriate for the population to be served and comply with all other requirements specified in the Request for Proposals -- up to 60 points.
 - 2) The program proposal clearly indicates a need exists for the prekindergarten at-risk program because the number or proportion of students determined or estimated to be at risk of academic failure in the applicant's population demonstrates that program funds could help to alleviate educational problems that exist in the school district(s) -- up to 20 points.
 - 3) The program is cost-effective as evidenced by the cost of proposed services in relation to the numbers to be served and the services to be provided -- up to 20 points.

Section 235.45 Proposal Review and Approval Criteria - Renewal Applications

Proposals submitted for a renewal period shall be evaluated in accordance with the following criteria:

- a) The evaluation of the previous year's project indicates that its stated objectives have been met and that the project has been conducted in conformance with the application approved by the State Superintendent of Education; or
- b) In instances where certain of a project's objectives have not been met, the grantee has described the relative status of each such objective, the reason(s) for incomplete achievement, and either
 - 1) the steps to be taken to ensure that the objective will be met during the renewal period, if the

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- objective remains a valid part of the proposal for renewal, or
- 2) if the grantee has determined that the objective should be deleted from its plan or altered in light of the previous year's experience, then the grantee has provided its rationale for such deletion or change and has described how the program's goals for the renewal period will be met in light of the change.

Section 235.50 Allocation of Funds

The State Superintendent of Education shall determine the amount of individual grant awards, following negotiation with the grant recipient, on the basis of:

- a) recommendations based on the criteria set forth in Sections 235.40 and 235.45;
- b) the total funds appropriated for prekindergarten at-risk programs;
- c) the program needs, resources, and amounts requested in approved renewal applications and in the top-ranked proposals determined pursuant to Section 235.40(c); and
- d) the need to assure delivery of prekindergarten at-risk programs on a statewide basis and in a manner that will have the greatest impact on children determined to be at risk of academic failure.

Section 235.60 Terms of the Grant

- a) All grants issued under this Subpart shall be governed by the Illinois Grant Funds Recovery Act (Ill. Rev. Stat. 1989, ch. 127, par. 2301 et seq.).
- b) The time period of the grant shall run from September 1 of the calendar year or from a date to be negotiated through August 31 of the following calendar year.
- c) An audit report which includes a certified opinion and statement of receipts and disbursements compared to the approved budget shall be submitted to the State Board no later than (forty-five) 45 days after the end of each contract period.

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- d) Payments from the State Board of Education to grantees shall be made according to a negotiated payment schedule provided that there is no excessive cash on hand. Payments will be subject to availability of funds. Amounts projected for each month are expected to be a reflection of need for that month and not simply the total budget divided by the number of months in the project. Following negotiations, contract budgets may be amended by completing an amendment to the budget summary and payment schedule form and attaching supplementary documentation showing variances and justifications. A budget amendment is necessary whenever an approved individual line item changes by more than \$500 or 10% (whichever is larger) from the approved budget. Changes will be approved if the proposed distribution of resources or activities would have been approvable within the original application.

- e) Successful applicants shall submit formative and summative evaluation reports, as requested, specifying:

- 1) descriptive statistics on the population served, eligibility, screening procedures and staff qualifications and training;
- 2) descriptive information, including type and quality of the educational program, amount and extent of interagency collaboration, and parent education and involvement;
- 3) the extent to which program objectives have been accomplished; and
- 4) any similar program-related information that the State Superintendent of Education may request upon 30 days' written notice.

SUBPART B: COORDINATED MODEL PRESCHOOL EDUCATIONAL PROGRAM

Section 235.100 Implementation and Purpose

- a) The State Board of Education may annually allocate up to 5 percent of the prekindergarten at-risk program funds to support coordinated model preschool educational program(s) (hereinafter, model program(s)) provided that the State Superintendent of Education has determined that such action will not:

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- 1) reduce the number of ongoing programs for prekindergarten children considered to be at risk of academic failure; or
 - 2) reduce the adequacy of services provided to children in such programs.
- b) Each year the State Superintendent of Education upon determining whether funds will be made available for model program(s) shall make that determination public within 10 days after the decision is made.
- c) Model programs may serve all children from preschool and early childhood age groupings (i.e., all children ages 3 to kindergarten enrollment age).

Section 235.110 Eligible Applicants

- a) Proposals for grant awards under Section 2-3.71(b) of the School Code shall be submitted jointly by public school districts and public or private institutions of higher education. Where the applicant is a public school district or consortium of districts, then the proposal also shall include a public or private institution of higher education. Where the applicant is an institution of higher education, then the proposal shall include a public school district or districts.
- b) In each case a single entity shall be designated as the administrative agent, and the chief executive officer of each participating agency shall sign the proposal.
- c) A cover letter which identifies the applicants and the administrative agent for the model program shall be submitted with each proposal.

Section 235.120 Application Procedure and Content

- a) The State Board of Education will issue a Request for Proposals (RFP) specifying the information which applicants shall include in their proposals and requiring that proposals be submitted no later than the date specified in the RFP. The RFP shall provide at least forty-five (45) calendar days in which to submit proposals.
- b) Model programs shall contain the following elements:

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- 1) A plan of operation describing how the model program will be administered overall and in relation to its components (i.e., its organizational and administrative structure).
 - 2) An early childhood education component built around the following domains of development: physical, cognitive, social, emotional and language; and incorporating parents into the overall plan for their child's education, including giving parents an explanation of the program's goals, objectives and planned activities.
 - 3) A personnel training component in preferred teaching methodologies in effective preschool education designed for the model program staff and for the training of other current or prospective teachers in early childhood education.
 - 4) A research component addressing early childhood development and psychology to be conducted by the participating institution of higher education based on a research agenda reflecting the needs of the model program's educational staff and the research expertise of the institution of higher education.
 - 5) A component for the coordination of the model program services, including research and personnel training, with preschool at-risk programs funded under Subpart A and with any other model programs funded under this Subpart. This shall at least include provisions for information sharing, dissemination of research results, and inservice training opportunities for early childhood education personnel.
- c) Each initial proposal (i.e., from applicants who did not receive funding under this Subpart for a model program in the year previous to their application) shall provide the following information:
- 1) Goals, Objectives and Activities
 - A statement of the project's goals, objectives and activities in relation to each of the components

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listed in subsection (b), which shall include an annual plan for the program. Applicants may use the initial year's grant for planning activities necessary to generate the capabilities to operate a model program, in which case applicants shall describe how planning activities are related to the proposed goals and objectives. Applicants shall submit activity statements (program goals along with specific objectives and activities), which shall include:

- A) an indication of when each activity will be implemented and completed;
- B) an indication of who will conduct each activity; and
- C) an indication of what each activity will accomplish.

2) Personnel

A description of the roles and qualifications of administrative, research/training and teaching personnel to be assigned to the project. All public school instructional personnel in the model program shall hold the appropriate certification in the position for which they were hired pursuant to Appendix B of 23 Ill. Adm. Code 1 (Public Schools Evaluation, Recognition and Supervision).

3) Facilities

A description of the location and type of facilities to be used for the model program, and if the facilities are leased, the leasing arrangement.

4) Subcontracting

Only those direct services which the applicant ordinarily does not provide (e.g., printing) may be subcontracted. All subcontracting shall be documented and have the approval of the State Superintendent of Education. Such subcontracts shall contain specific provisions limiting the delivery of goods and services under them to those authorized under the terms of the grant award

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issued by the State Board of Education to the eligible applicant. Approval of subcontracts shall be subject to the same criteria as are applied to the original project application. The following information is required if any subcontracting is used:

- A) Name and address of subcontractor(s).
- B) Need/purpose for subcontracting.
- C) Measurable and time-specific services to be provided.
- D) Associated costs, i.e., amount to be paid under the contract.
- E) A description, if applicable, of the products to be delivered.

5) Budget

The budget summary and payment schedule shall be completed on the form provided in the RFP. A budget breakdown, i.e., a detailed explanation of each line item of expenditure, also shall be provided.

6) Evaluation

A) Formative evaluation

The applicant shall describe the evaluation process to be used for determining whether progress is being made toward achieving its program objectives.

B) Summative Evaluation

The applicant shall describe the evaluation process to be used for determining the success of the program. The evaluation shall be designed to assess the effectiveness of each component of the project in relation to its goals and to the persons served by the project. The evaluation shall describe the services provided to individuals and include descriptive statistics, such as numbers

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served, services offered and delivered, and the degree to which the projected outcomes for each program component were accomplished.

7) Certification and Assurances

The applicant shall submit the certification and assurances form attesting to the following:

- A) The applicant has the necessary legal authority to apply for and to receive the proposed grant. The filing of the application has been authorized by the governing body of the applicant, and the applicant's representative has been duly authorized to file the application, and to otherwise act as the authorized representative of the applicant in connection with the application and any award in relation thereto.
- B) The activities and services for which assistance is sought under the program will be administered by or under the supervision of the applicant in accordance with the laws and regulations applicable to the contract. No subcontractors will be used except as stated in the application.
- C) In planning the program proposed in the application, there has been, and in establishing and carrying out the program, there will be (to the extent applicable to the program) participation of persons broadly representative of the cultural and educational resources of the area to be served, including persons representative of the interests of potential beneficiaries.
- D) All funds provided shall be used for the purposes stated in the approved proposal.
- E) The applicant understands that payment for approved services and expenses will be made on a reimbursement-of-claims basis, and that payment will be made in accordance with the applicable statutes, regulations and

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standards after an application for payment is submitted to the State Board of Education.

- F) The applicant will maintain records on program and fiscal activities related to each award for a period of three (3) years for a state-funded program, and five (5) years for a federally funded program, following the end of each award period. Such records shall include a fiscal accounting for all monies in accordance with generally accepted governmental accounting principles. The State Board of Education shall have the right to inspect the applicant's records for auditing and monitoring purposes. If there are outstanding audit exceptions, then records will be retained on file until such exceptions are closed out to the satisfaction of the State Board of Education.

- G) All rights, including copyright, to data, information, and/or other materials developed pursuant to an award are retained by the State Board of Education, unless otherwise agreed in writing by the State Board of Education. All such work products produced by the applicant through work pursuant to the award shall be made available to the State Board of Education upon request.

- H) The applicant will obey all laws, regulations, and executive orders prohibiting discrimination on the basis of race, color, national origin, sex, age, or handicap, and all other laws, regulations, and executive orders applicable to its activities, including but not limited to the School Code (Ill. Rev. Stat. 1989, ch. 122, par. 1-1 et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), the Illinois Human Rights Act (Ill. Rev. Stat. 1989, ch. 68, par. 1-101 et seq.), the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.), the Age Discrimination in Employment Act of 1967 (29 U.S.C. 621 et seq.), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.), the Public Works

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Employment Discrimination Act (Ill. Rev. Stat. 1989, ch. 29, par. 16.9 et seq.), and the Americans with Disabilities Act of 1990 (Public Law 101-336).

- I) The applicant is not barred from entering into a contract by Section 33E-3 or 33E-4 of the Criminal Code of 1961 (Ill. Rev. Stat. 1989, ch. 38, pars. 33E-3, 33E-4).
- J) The applicant is not barred from entering into a contract by Section 10.1 of the Illinois Purchasing Act (Ill. Rev. Stat. 1989, ch. 127, par. 132-10.1).
- K) The applicant is not barred from entering into a contract by Section 11.1 of the Illinois Purchasing Act (Ill. Rev. Stat. 1989, ch. 127, par. 132-11.1).
- L) If the applicant is an individual, then the applicant is not in default on an educational loan as provided in Section 3 of the Educational Loan Default Act (Ill. Rev. Stat. 1989, ch. 127, par. 3553).

- d) Each proposal for renewal shall contain at least the following:

- 1) A summative evaluation of the preceding year's model program documenting the services provided and using evaluation data and other information to demonstrate the degree to which the program achieved its stated objectives;
- 2) Updated information applicable to the activities proposed for the renewal period as called for in subsections (c)(1) through (c)(6). Any changes in these elements from the initial year to those proposed for the renewal period shall be explained in the renewal application;
- 3) A narrative statement relating the activities and objectives proposed for the renewal period to the evaluation results provided pursuant to subsection (d)(1); and

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- 4) The certification and assurances form referred to in subsection (c)(7), bearing the signature of the current administrative agent and applicable to the renewal period.

Section 235.130 Proposal Review and Approval Criteria -- Initial Applications

Proposals submitted by first-time applicants in response to the Request for Proposals shall be evaluated in the following manner and in accordance with the criteria set forth in subsection (c).

- a) Information contained in proposals submitted in accordance with Section 235.120(c) shall be reviewed by State Board of Education staff to determine that the information demonstrates compliance with Section 2-3.71(b) of the School Code and this Subpart.
- b) If the proposal is incomplete, then State Board staff shall send a written notice to applicants requesting that they supply the needed information. Such applicants shall supply the requested information within thirty (30) calendar days of their receipt of said notice.
- c) Complete model program proposal applications shall be reviewed and rank ordered by State Board staff on the basis of the following components, criteria and points.

- 1) Education component (15 points), which shall include:

- A) A developmentally appropriate program for each child, based on an assessment which shall include at least the following:
 - i) acquiring information from parents;
 - ii) recording observations of children in play and daily routines and interactions;
 - iii) developing a comprehensive assessment of each child, based on observations, that includes behaviors and interactions during daily routines, interests and development (e.g., cognitive, motor,

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language, social, emotional, creative); and

- iv) applying ongoing observations and assessments in curriculum planning and implementation.
- B) The involvement of the parents/community, which shall at least include parent education/involvement (e.g., home visitations, parents' involvement in the classroom) and procedures for the project to establish and maintain linkages and cooperate with other child-care providers concerned with the education, welfare, health and safety needs of young children.
- 2) Research (15 points), which shall include:
 - A) The adequacy of the project's research design, methodology, instrumentation, and data analysis plan as applicable to an initial or continuing project; and
 - B) The extent to which the research design exhibits a thorough knowledge of current research and developmental concepts, theories, and outcomes in early childhood care and education, and relates these to the proposed activities.
- 3) Personnel training (15 points) - The extent to which:
 - A) The personnel training component uses objectives derived from preferred teaching methodologies in effective preschool education designed for the model program staff and for the training of other current or prospective early childhood personnel; and
 - B) The component incorporates a provision for onsite student teaching for early childhood certification purposes.
- 4) Coordination (15 points) - The communication linkages among and between the program components

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will contribute to achieving the program's goals and objectives.

- 5) Plan of Operation (15 points) - The quality of the plan of operation for the project, as indicated by:

A) The extent to which the plan of management ensures proper and efficient administration of the project;

B) The applicant's plans to use its resources and personnel in a manner likely to achieve each objective of the project; and

C) The extent to which the plan of operation will equitably address the educational needs of students and educators in both public and private educational institutions.

- 6) Personnel (10 points) - The quality of key personnel the applicant plans to use on the project, as indicated by:

A) The qualifications of administrative personnel;

B) The qualifications of other key professional personnel to be used in the project; and

C) The time that each person referred to in subsections (A) and (B) will be committed to the project.

- 7) Significance (10 points) - The likely magnitude of the contribution that will be made to knowledge and/or educational practices in early childhood education if the project is successful, including the extent to which the proposed outcomes can be broadly applied.

- 8) Budget (5 points)

A) The budget is adequate to support the project; and

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- B) Costs are reasonable in relation to the objectives, design, and potential significance of the project.

Section 235.135 Proposal Review and Approval Criteria - Renewal Applications

Proposals submitted for a renewal period shall be evaluated in accordance with the following criteria:

a) The evaluation of the previous year's project indicates that its stated objectives have been met and that the project has been conducted in conformance with the application approved by the State Superintendent of Education; or

b) In instances where certain of a project's objectives have not been met, the grantee has described the relative status of each such objective, the reason(s) for incomplete achievement, and either

- 1) the steps to be taken to ensure that the objective will be met during the renewal period, if the objective remains a valid part of the proposal for renewal, or

- 2) if the grantee has determined that the objective should be deleted from its plan or altered in light of the previous year's experience, then the grantee has provided its rationale for such deletion or change and has described how the program's goals for the renewal period will be met in light of the change.

Section 235.140 Allocation of Funds

The State Superintendent of Education shall determine the amount of individual grant awards, following negotiation with the grant recipient, on the basis of:

- a) recommendations based on the criteria set forth in Sections 235.130 and 235.135;

- b) the total funds appropriated for the prekindergarten at-risk program pursuant to Section 2-3.71(a) of the School Code; and

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- c) the amount of the prekindergarten at-risk program funds allocated for model programs based on the provisions of Section 235.100(a).

Section 235.150 Terms of the Grant

- a) All grants issued under this Subpart shall be governed by the Illinois Grant Funds Recovery Act (Ill. Rev. Stat. 1989, ch. 127, par. 2301 et seq.).
- b) The time period of the grant shall run from September 1 of the calendar year or from a date to be negotiated through August 31 of the following calendar year.
- c) An audit report which includes a certified opinion and statement of receipts and disbursements compared to the approved budget shall be submitted to the State Board no later than (forty-five) 45 days after the end of each contract period.
- d) Payments from the State Board of Education to grantees shall be made according to a negotiated payment schedule provided there is no excessive cash on hand. Payments will be subject to the availability of funds. Amounts projected for each month are expected to be a reflection of need for that month and not simply the total budget divided by the number of months in the project. Following negotiations, contract budgets may be amended by completing an amendment to the budget summary and payment schedule form and attaching supplementary documentation showing variances and justifications. A budget amendment is necessary whenever an approved individual line item changes by more than \$500 or 10% (whichever is larger) from the approved budget. Changes will be approved if the proposed distribution of resources or activities would have been approvable within the original application.
- e) Successful applicants shall submit formative and summative evaluation reports, as requested, specifying:
- 1) descriptive statistics on the population served, eligibility, screening procedures and staff qualifications, and outcomes related to training objectives;
 - 2) descriptive information, including type and quality of the educational program, amount and

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extent of interagency collaboration, and parent education and involvement;

- 3) the extent to which program objectives have been accomplished;
- 4) research results, conclusions and recommendations; and
- 5) any similar program-related information that the State Superintendent of Education may request upon 30 days' written notice.

ILLINOIS MOTOR VEHICLE THEFT PREVENTION COUNCIL

NOTICE OF PROPOSED RULES

- 1) Heading of the Part: Rules for the Award and Monitoring of Trust Funds

- 2) Code Citation: 20 Ill. Adm. Code 1810

- 3) Section Numbers: Proposed Action:

1810.100	New Section
1810.110	New Section
1810.200	New Section
1810.210	New Section
1810.220	New Section
1810.230	New Section
1810.240	New Section
1810.250	New Section
1810.300	New Section
1810.400	New Section
1810.410	New Section
1810.420	New Section
1810.430	New Section
1810.440	New Section
1810.500	New Section
1810.510	New Section
1810.520	New Section
1810.530	New Section
1810.540	New Section
1810.550	New Section
1810.600	New Section
1810.610	New Section
1810.620	New Section
1810.700	New Section
1810.710	New Section
1810.720	New Section
1810.730	New Section
1810.800	New Section
1810.900	New Section
1810.910	New Section
1810.1000	New Section
1810.1010	New Section
1810.1020	New Section
1810.1100	New Section
1810.1110	New Section

- 4) Statutory Authority: Implementing and authorized by the Illinois Motor Vehicle Theft Prevention Act(P.A. 86-1408,

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effective January 1, 1991).

- 5) A Complete Description of the Subjects and Issues Involved: These rules establish guidelines for the award and receipt of Motor Vehicle Theft Prevention Trust Funds and for the permissible use of those Trust Funds.
- 6) Will this proposed rule replace an emergency rule currently in effect? Yes
- 7) Does this rulemaking contain an automatic repeal date? No
- 8) Does this proposed rule contain incorporations by reference? No
- 9) Are there any other proposed amendments pending on this part? No
- 10) Statement of Statewide Policy Objectives: These proposed rules are intended to ensure the most effective use and accountability for the expenditure of the Motor Vehicle Theft Prevention Funds by establishing uniform operating procedures for the application, award, receipt, expenditure, and use of such Funds. This rulemaking neither creates nor expands any state mandate on units of local government, school districts, or community college districts.
- 11) Time, Place, and Manner in which interested persons may comment on this proposed rulemaking: Comments on these proposed rules may be submitted in writing for a period of 45 days following publication of this notice. Comments should be submitted to:

Gerard Ramker, Program Director
Illinois Motor Vehicle Theft Prevention Council
c/o Illinois Criminal Justice Information Authority
120 South Riverside Plaza, Suite 1016
Chicago, Illinois 60606-3997
(312/793-8550)
- 12) Initial Regulatory Flexibility Analysis: This rulemaking does not create any mandates on small businesses. However, if a small business chooses to participate in the application process for Motor Vehicle Theft Prevention Trust Funds, it must follow these rules to receive an award of Trust Funds.

ILLINOIS MOTOR VEHICLE THEFT PREVENTION COUNCIL

NOTICE OF PROPOSED RULES

The full text of the Proposed Rules are identical to the text of the Emergency Rules which appear in this issue of the Register on page 735.

DEPARTMENT OF PUBLIC AID

NOTICE OF PROPOSED AMENDMENTS

1) The Heading of the Part: MEDICAL PAYMENT2) Code Citation: 89 Ill. Adm. Code 1403) Section Numbers: Proposed Action:

140.526	Repealed
140.527	Repealed
140.528	Repealed
140.529	Repealed
140.539	Amendment
140.600	New Section
140.602	New Section
140.604	New Section
140.606	New Section
140.608	New Section
140.610	New Section
140.612	New Section
140.614	New Section

4) Statutory Authority:

89 Ill. Adm. Code 140.526 thru 140.614

Sections 5-5.1 et seq. and 12-13 of the Illinois Public Aid Code (Ill. Rev. Stat. 1989, Ch. 23, Pars. 5-5.1 et seq. and 12-13)

89 Ill. Adm. Code 140.539

Sections 5-5.1 et seq. and 12-13 of the Illinois Public Aid Code (Ill. Rev. Stat. 1989, Ch. 23, Pars. 5-5.1 et seq. and 12-13)

5) A Complete Description of the Subjects and Issues Involved:

89 Ill. Adm. Code 140.526 thru 140.614

Sections 140.526, 140.527, 140.528 and 140.529: The above referenced rules relating to QUIP are being repealed due to the implementation of the Achieving Ongoing Excellence (A-ONE) Program. Only one rule relating to QUIP will stay in place at this time. Rule 140.525 "Eligibility for Quality Incentive Program" which addresses basic eligibility criteria for QUIP will remain until all facilities have been surveyed under the A-ONE Program. This is necessary in order to deal with any violations, conditional license, etc. that may be issued to a facility still receiving QUIP monies during the transitional period.

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Sections 140.600, 140.602, 140.604, 140.606, 140.608, 140.610, 140.612 and 140.614: The attached rules address the standards and criteria, eligibility qualifications, payment and reviews for the Achieving Ongoing Excellence (A-ONE) Program.

89 Ill. Adm. Code 140.539

The instructional material reimbursement for nurse aide training has been increased from \$12.00 to \$25.00 based on information received from the Department of Public Health, Training and Education Section. The reimbursement amount for instructional materials had not been increased since 1981.

- 6) Will these Proposed Amendments replace Emergency Amendments currently in effect? No
- 7) Does this rulemaking contain an automatic repeal date?
Yes ☒ No ☐
- 8) Do these Proposed Amendments contain incorporations by reference? No
- 9) Are there any other Proposed Amendments pending on this Part? Yes

Section Numbers	Proposed Action	Illinois Register Citation
140.11	Amendment	May 10, 1991 (15 Ill. Reg. 6949)
140.27	Amendment	January 3 1992 (16 Ill. Reg. 65)
140.94	Amendment	November 8, 1991 (15 Ill. Reg. 15933)
140.95	Amendment	November 8, 1991 (15 Ill. Reg. 15933)
140.440	Amendment	August 30, 1991 (15 Ill. Reg. 12171)
140.441	Amendment	August 30, 1991 (15 Ill. Reg. 12171)
140.442	Amendment	August 30, 1991 (15 Ill. Reg. 12171)

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Section Numbers	Proposed Action	Illinois Register Citation
140.449	Amendment	August 30, 1991 (15 Ill. Reg. 12171)
140.469	Amendment	September 20, 1991 (15 Ill. Reg. 13685)
140.512	Amendment	September 13, 1991 (15 Ill. Reg. 13274)
140.513	Amendment	September 13, 1991 (15 Ill. Reg. 13274)
140.514	Amendment	August 16, 1991 (15 Ill. Reg. 11555)
140.530	Amendment	November 8, 1991 (15 Ill. Reg. 15933)
140.538	Amendment	November 8, 1991 (15 Ill. Reg. 15933)
140.552	Amendment	November 8, 1991 (15 Ill. Reg. 15933)
140.560	Amendment	April 19, 1991 (15 Ill. Reg. 5585)
140.561	Amendment	May 17, 1991 (15 Ill. Reg. 7482)
140.562	Amendment	November 8, 1991 (15 Ill. Reg. 15933)
140.569	Amendment	November 8, 1991 (15 Ill. Reg. 15933)
140.583	Amendment	November 8, 1991 (15 Ill. Reg. 15933)
140.646	Amendment	May 10, 1991 (15 Ill. Reg. 6949)
140.835	Repealed	November 8, 1991 (15 Ill. Reg. 15933)

- 10) Statement of Statewide Policy Objectives: This rulemaking has no effect on local governmental units.
- 11) Time, Place, and Manner in which interested persons may comment on this proposed rulemaking:

89 Ill. Adm. Code 140.526 thru 140.614

Any interested parties may submit comments, data, views, or arguments concerning the proposed rulemaking. All comments must be in writing and should be addressed to Daniel C. Leikvold, Staff Attorney, Office of the General Counsel, Illinois Department of Public Aid, Jesse B. Harris Building, II, 100 South Grand Avenue East, 3rd Floor, Springfield, Illinois 62762 (217) 782-1233. The Department will consider all written comments it receives within 30 days of the date of publication of this notice.

89 Ill. Adm. Code 140.539

Any interested parties may submit comments, data, views, or arguments concerning the proposed rulemaking. All comments must be in writing and should be addressed to Daniel Leikvold, Staff Attorney, Office of the General Counsel, Illinois Department of Public Aid, Jesse B. Harris Building, II, 100 South Grand Avenue East, 3rd Floor, Springfield, Illinois 62762 (217) 782-1233. The Department will consider all written comments it receives within 30 days of the date of publication of this notice.

- 12) Initial Regulatory Flexibility Analysis:

89 Ill. Adm. Code 140.526 thru 140.614

- A) Date Proposed Amendments were submitted to the Business Assistance Office of the Department of Commerce and Community Affairs: December 30, 1991
- B) Types of small businesses affected: Medical Providers
- C) Reporting, bookkeeping or other procedures required for compliance: No new procedures required.
- D) Types of professional skills necessary for compliance: No new skills required.

89 Ill. Adm. Code 140.539

- A) Date Proposed Amendment was submitted to the Business Assistance Office of the Department of Commerce and Community Affairs: December 30, 1991
- B) Types of small businesses affected: Medical Providers
- C) Reporting, bookkeeping or other procedures required for compliance: No new procedures required.
- D) Types of professional skills necessary for compliance: No new skills required.

The full text of the Proposed Amendments begins on the next page:

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NOTICE OF PROPOSED AMENDMENTS

NOTICE OF PROPOSED AMENDMENTS

TITLE 89: SOCIAL SERVICES
CHAPTER 1: DEPARTMENT OF PUBLIC AID
SUBCHAPTER d: MEDICAL PROGRAMSPART 140
MEDICAL PAYMENT

SUBPART A: GENERAL PROVISIONS

- | | |
|---------|---|
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| 140.1 | Incorporation By Reference |
| 140.2 | Medical Assistance Programs |
| 140.3 | Covered Services Under The Medical Assistance Programs for AFDC, AFDC-MANG, AARD, AARD-MANG, RRP, Individuals Under Age 18 Not Eligible for AFDC, Pregnant Women Who Would Be Eligible if the Child Were Born and Pregnant Women and Children Under Age Eight Who Do Not Qualify As Mandatory Categorically Needy |
| 140.4 | Covered Medical Services Under AFDC-MANG for non-pregnant persons who are 18 years of age or older (Repealed) |
| 140.5 | Covered Medical Services Under GA |
| 140.6 | Medical Services Not Covered |
| 140.7 | Medical Assistance Provided to Individuals Under the Age of Eighteen Who Do Not Qualify for AFDC and Children Under Age Eight |
| 140.8 | Medical Assistance For Qualified Severely Impaired Individuals |
| 140.9 | Medical Assistance for a Pregnant Woman Who Would Not Be Categorically Eligible for AFDC/AFDC-MANG if the Child Were Already Born Or Who Do Not Qualify As Mandatory Categorically Needy |
| 140.10 | Medical Assistance Provided to Incarcerated Persons |

SUBPART B: MEDICAL PROVIDER PARTICIPATION/DRUG MANUAL

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| Section | |
| 140.11 | Enrollment Conditions for Medical Providers |
| 140.12 | Participation Requirements for Medical Providers |
| 140.13 | Definitions |
| 140.14 | Denial of Application to Participate in the Medical Assistance Program |
| 140.15 | Recovery of Money |
| 140.16 | Termination of a Vendor's Eligibility to Participate in the Medical Assistance Program |
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Section

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| 140.18 | Effect of Termination on Individuals Associated with Vendor |
| 140.19 | Application to Participate or for Reinstatement Subsequent to Termination, Suspension or Barring Submittal of Claims |
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| 140.22 | Payment of Claims |
| 140.23 | Payment Procedures |
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| 140.25 | Payment to Factors Prohibited |
| 140.26 | Assignment of Vendor Payments |
| 140.27 | Record Requirements for Medical Providers |
| 140.28 | Audits |
| 140.30 | False Reporting and Other Fraudulent Activities |
| 140.35 | Prior Approval for Medical Services or Items |
| 140.40 | Prior Approval in Cases of Emergency |
| 140.41 | Limitation on Prior Approval |
| 140.42 | Post Approval for Items or Services When Prior Approval Cannot Be Obtained |
| 140.43 | Reimbursement for Medical Services Through the Use of a C-13 Invoice Voucher Advance Payment and Expedited Payments |
| 140.72 | Drug Manual (Recodified) |
| 140.73 | Drug Manual Updates (Recodified) |
- SUBPART C: PROVIDER PARTICIPATION FEES
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| 140.94 | Hospital Services (Recodified) |
| 140.95 | Participation (Recodified) |
| 140.96 | General Requirements (Recodified) |
| 140.97 | Special Requirements (Recodified) |
| 140.98 | Covered Hospital Services (Recodified) |
| 140.99 | Hospital Services Not Covered (Recodified) |
| 140.100 | Limitation On Hospital Services (Recodified) |
| 140.101 | Transplants (Recodified) |
| 140.102 | Heart Transplants (Recodified) |
| 140.103 | Liver Transplants (Recodified) |
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| 140.110 | Disproportionate Share Hospital Adjustments (Recodified) |
| 140.116 | Payment for Inpatient Services for GA (Recodified) |
| 140.117 | Hospital Outpatient and Clinic Services (Recodified) |
| 140.200 | Payment for Hospital Services During Fiscal Year 1982 (Recodified) |

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140.201	Payment for Hospital Services After June 30, 1982 (Repealed)
140.202	Payment for Hospital Services During Fiscal Year 1983 (Recodified)
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140.300	Payment for Pre-operative Days and Services Which Can Be Performed in an Outpatient Setting (Recodified)
140.350	Copayments (Recodified)
140.360	Payment Methodology (Recodified)
140.361	Non-Participating Hospitals (Recodified)
140.362	Pre July 1, 1989 Services (Recodified)
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140.364	Prepayment Review (Recodified)
140.365	Base Year Costs (Recodified)
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140.368	Volume Adjustment (Repealed)
140.369	Groupings (Recodified)
140.370	Rate Calculation (Recodified)
140.371	Payment (Recodified)
140.372	Review Procedure (Recodified)
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140.374	Alternatives (Recodified)
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140.376	Utilization, Case-Mix and Discretionary Funds (Repealed)
140.390	Subacute Alcoholism and Substance Abuse Services (Recodified)
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140.392	Types of Subacute Alcoholism and Substance Abuse Services (Recodified)
140.394	Payment for Subacute Alcoholism and Substance Abuse Services (Recodified)
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140.418	Department of Corrections Laboratory
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140.480	Equipment Rental Limitations
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140.484	Payment for Family Planning Services
140.485	Healthy Kids Program
140.486	Limitations on Medicare Services (Repealed)
140.487	Healthy Kids Program Timeliness Standards
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140.527	Quality Incentive Survey (Repealed)
140.528	Payment of Quality Incentive (Repealed)
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140.577	Capital Costs for Rented Facilities (Renumbered)
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140.865	Sponsor Responsibilities
140.870	Department Responsibilities
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140.903	Times and Staff Levels (Repealed)
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140.952	Closing an ICARE Area (Recodified)
140.954	Administrative Review (Recodified)
140.956	Payments to Contracting Hospitals (Recodified)
140.958	Admitting and Clinical Privileges (Recodified)
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140. TABLE F	Podiatry Service Schedule
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AUTHORITY: Implementing Article III of the Illinois Health Finance Reform Act (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 6503-1 et seq.) and implementing and authorized by Articles III, IV, V, VI, VII and Section 12-13 of the Illinois Public Aid Code (Ill. Rev. Stat. 1989, ch. 23, pars. 3-1 et seq., 4-1 et seq., 5-1 et seq., 6-1 et seq., 7-1 et seq., and 12-13)

SOURCE: Adopted at 3 Ill. Reg. 24, p. 166, effective June 10, 1979; rule repealed and new rule adopted at 6 Ill. Reg. 8374, effective July 6, 1982; emergency amendment at 6 Ill. Reg.

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8508, effective July 6, 1982, for a maximum of 150 days; amended at 7 Ill. Reg. 681, effective December 30, 1982; amended at 7 Ill. Reg. 7956, effective July 1, 1983; amended at 7 Ill. Reg. 8308, effective July 1, 1983; amended at 7 Ill. Reg. 8271, effective July 5, 1983; emergency amendment at 7 Ill. Reg. 8354, effective July 5, 1983, for a maximum of 150 days; amended at 7 Ill. Reg. 8540, effective July 15, 1983; amended at 7 Ill. Reg. 9382, effective July 22, 1983; amended at 7 Ill. Reg. 12868, effective September 20, 1983; peremptory amendment at 7 Ill. Reg. 15047, effective October 31, 1983; amended at 7 Ill. Reg. 17358, effective December 21, 1983; amended at 8 Ill. Reg. 254, effective December 21, 1983; emergency amendment at 8 Ill. Reg. 580, effective January 1, 1984, for a maximum of 150 days; recodified at 8 Ill. Reg. 2493; amended at 8 Ill. Reg. 3012, effective February 22, 1984; amended at 8 Ill. Reg. 5262, effective April 9, 1984; amended at 8 Ill. Reg. 6785, effective April 27, 1984; amended at 8 Ill. Reg. 6983, effective May 9, 1984; amended at 8 Ill. Reg. 7258, effective May 16, 1984; emergency amendment at 8 Ill. Reg. 7910, effective May 22, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 7910, effective June 1, 1984; amended at 8 Ill. Reg. 10032, effective June 18, 1984; emergency amendment at 8 Ill. Reg. 10062, effective June 20, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 13343, effective July 17, 1984; amended at 8 Ill. Reg. 13779, effective July 24, 1984; Sections 140.72 and 140.73 recodified to 89 Ill. Adm. Code 141 at 8 Ill. Reg. 16354; amended (by adding sections being codified with no substantive change) at 8 Ill. Reg. 17899; peremptory amendment at 8 Ill. Reg. 18151, effective September 18, 1984; amended at 8 Ill. Reg. 21629, effective October 19, 1984; peremptory amendment at 8 Ill. Reg. 21677, effective October 24, 1984; amended at 8 Ill. Reg. 22097, effective October 24, 1984; peremptory amendment at 8 Ill. Reg. 22155, effective October 29, 1984; amended at 8 Ill. Reg. 23218, effective November 20, 1984; emergency amendment at 8 Ill. Reg. 23721, effective November 21, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 25067, effective December 19, 1984; emergency amendment at 9 Ill. Reg. 407, effective January 1, 1985, for a maximum of 150 days; amended at 9 Ill. Reg. 2697, effective February 22, 1985; amended at 9 Ill. Reg. 6235, effective April 19, 1985; amended at 9 Ill. Reg. 8677, effective May 28, 1985; amended at 9 Ill. Reg. 9564, effective June 5, 1985; amended at 9 Ill. Reg. 10025, effective June 26, 1985; emergency amendment at 9 Ill. Reg. 11403, effective June 27, 1985, for a maximum of 150 days; amended at 9 Ill. Reg. 11357, effective June 28, 1985; amended at 9 Ill. Reg. 12000, effective July 24, 1985; amended at 9 Ill. Reg. 12306, effective August 5, 1985; amended at 9 Ill. Reg. 13998, effective September 3, 1985; amended at 9 Ill. Reg. 14684,

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effective September 13, 1985; amended at 9 Ill. Reg. 15503, effective October 4, 1985; amended at 9 Ill. Reg. 16312, effective October 11, 1985; amended at 9 Ill. Reg. 19138, effective December 2, 1985; amended at 9 Ill. Reg. 19737, effective December 9, 1985; amended at 10 Ill. Reg. 238, effective December 27, 1985; emergency amendment at 10 Ill. Reg. 798, effective January 1, 1986, for a maximum of 150 days; amended at 10 Ill. Reg. 672, effective January 6, 1986; amended at 10 Ill. Reg. 1206, effective January 13, 1986; amended at 10 Ill. Reg. 3041, effective January 24, 1986; amended at 10 Ill. Reg. 6981, effective April 16, 1986; amended at 10 Ill. Reg. 7825, effective April 30, 1986; amended at 10 Ill. Reg. 8128, effective May 7, 1986; emergency amendment at 10 Ill. Reg. 8912, effective May 13, 1986, for a maximum of 150 days; amended at 10 Ill. Reg. 11440, effective June 20, 1986; amended at 10 Ill. Reg. 14714, effective August 27, 1986; amended at 10 Ill. Reg. 15211, effective September 12, 1986; emergency amendment at 10 Ill. Reg. 16729, effective September 18, 1986, for a maximum of 150 days; amended at 10 Ill. Reg. 18808, effective October 24, 1986; amended at 10 Ill. Reg. 19742, effective November 12, 1986; amended at 10 Ill. Reg. 21784, effective December 15, 1986; amended at 11 Ill. Reg. 698, effective December 19, 1986; amended at 11 Ill. Reg. 1418, effective December 31, 1986; amended at 11 Ill. Reg. 2323, effective January 16, 1987; amended at 11 Ill. Reg. 4002, effective February 25, 1987; Section 140.71 recodified to 89 Ill. Reg. 10903, effective June 1, 1987; amended at 11 Ill. Reg. 11528, effective June 22, 1987; amended at 11 Ill. Reg. 12011, effective June 30, 1987; amended at 11 Ill. Reg. 12290, effective July 6, 1987; amended at 11 Ill. Reg. 14048, effective August 14, 1987; amended at 11 Ill. Reg. 14771, effective August 25, 1987; amended at 11 Ill. Reg. 16758, effective September 28, 1987; amended at 11 Ill. Reg. 17295, effective September 30, 1987; amended at 11 Ill. Reg. 18696, effective October 27, 1987; amended at 11 Ill. Reg. 20909, effective December 14, 1987; amended at 12 Ill. Reg. 916, effective January 1, 1988; emergency amendment at 12 Ill. Reg. 1960, effective January 1, 1988, for a maximum of 150 days; amended at 12 Ill. Reg. 5427, effective March 15, 1988; amended at 12 Ill. Reg. 6246, effective March 16, 1988; amended at 12 Ill. Reg. 6728, effective March 22, 1988; Sections 140.900 thru 140.912 and 140.914 and 140.916 Table I recodified to 89 Ill. Reg. 140.912 and 140.914 thru 140.916 Table A and 147.912 and 147.914 thru 147.916 Table B at 12 Ill. Reg. 6956; amended at 12 Ill. Reg. 6927, effective

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April 5, 1988; Sections 140.940 thru 140.972 recodified to 89 Ill. Reg. 140.940 thru 140.972 at 12 Ill. Reg. 7401; amended at 12 Ill. Reg. 7695, effective April 21, 1988; amended at 12 Ill. Reg. 10497, effective June 3, 1988; amended at 12 Ill. Reg. 10717, effective June 14, 1988; emergency amendment at 12 Ill. Reg. 11868, effective July 1, 1988, for a maximum of 150 days; amended at 12 Ill. Reg. 12509, effective July 15, 1988; amended at 12 Ill. Reg. 14271, effective August 29, 1988; emergency amendment at 12 Ill. Reg. 16921, effective September 28, 1988, for a maximum of 150 days; amended at 12 Ill. Reg. 16738, effective October 5, 1988; amended at 12 Ill. Reg. 17879, effective October 24, 1988; amended at 12 Ill. Reg. 18198, effective November 4, 1988; amended at 12 Ill. Reg. 19396, effective November 6, 1988; amended at 12 Ill. Reg. 19734, effective November 15, 1988; amended at 13 Ill. Reg. 125, effective January 1, 1989; amended at 13 Ill. Reg. 2475, effective February 14, 1989; amended at 13 Ill. Reg. 3069, effective February 28, 1989; amended at 13 Ill. Reg. 3351, effective March 6, 1989; amended at 13 Ill. Reg. 3917, effective April 3, 1989; amended at 13 Ill. Reg. 5115, effective April 10, 1989; Sections 140.850 thru 140.896 recodified to 89 Ill. Reg. 146.5 thru 146.225 at 13 Ill. Reg. 7040; amended at 13 Ill. Reg. 7025, effective April 24, 1989; amended at 13 Ill. Reg. 7786, effective May 20, 1989; Sections 140.94 thru 140.398 recodified to 89 Ill. Reg. 148.10 thru 148.390 at 13 Ill. Reg. 9572; emergency amendment at 13 Ill. Reg. 10977, effective July 1, 1989, for a maximum of 150 days; emergency expired November 28, 1989; amended at 13 Ill. Reg. 11516, effective July 3, 1989; amended at 13 Ill. Reg. 12119, effective July 7, 1989; Section 140.110 recodified to 89 Ill. Reg. 148.120 at 13 Ill. Reg. 12118; amended at 13 Ill. Reg. 12562, effective July 17, 1989; amended at 13 Ill. Reg. 14391, effective August 31, 1989; emergency amendment at 13 Ill. Reg. 15473, effective September 12, 1989, for a maximum of 150 days; amended at 13 Ill. Reg. 16992, effective October 16, 1989; amended at 14 Ill. Reg. 190, effective December 21, 1989; amended at 14 Ill. Reg. 2564, effective February 9, 1990; emergency amendment at 14 Ill. Reg. 3241, effective February 14, 1990, for a maximum of 150 days; emergency expired July 14, 1990; amended at 14 Ill. Reg. 4543, effective March 12, 1990; emergency amendment at 14 Ill. Reg. 4577, effective March 6, 1990, for a maximum of 150 days; emergency expired August 3, 1990; emergency amendment at 14 Ill. Reg. 5575, effective April 1, 1990, for a maximum of 150 days; emergency expired August 29, 1990; emergency amendment at 14 Ill. Reg. 5965, effective April 3, 1990, for a maximum of 150 days; amended at 14 Ill. Reg. 7141, effective April 27, 1990; emergency amendment at 14 Ill. Reg. 7249, effective April 27, 1990, for a maximum of 150

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days; amended at 14 Ill. 10062, effective June 12, 1990; amended at 14 Ill. Reg. 10409, effective June 19, 1990; emergency amendment at 14 Ill. Reg. 12082, effective July 5, 1990, for a maximum of 150 days; amended at 14 Ill. Reg. 13262, effective August 6, 1990; emergency amendment at 14 Ill. Reg. 14184, effective August 16, 1990, for a maximum of 150 days; emergency amendment at 14 Ill. Reg. 14570, effective August 22, 1990, for a maximum of 150 days; amended at 14 Ill. Reg. 14826, effective August 31, 1990; amended at 14 Ill. Reg. 15366, effective September 12, 1990; amended at 14 Ill. Reg. 15981, effective September 21, 1990; amended at 14 Ill. Reg. 17279, effective October 12, 1990; amended at 14 Ill. Reg. 18057, effective October 22, 1990; amended at 14 Ill. Reg. 18508, effective October 30, 1990; amended at 14 Ill. Reg. 18813, effective November 6, 1990; amended at 14 Ill. Reg. 20478, effective December 7, 1990; amended at 14 Ill. Reg. 20729, effective December 12, 1990; amended at 15 Ill. Reg. 298, effective December 28, 1990; emergency amendment at 15 Ill. Reg. 592, effective January 1, 1991, for a maximum of 150 days; amended at 15 Ill. Reg. 1051, effective January 18, 1991; Section 140.526 withdrawn at 15 Ill. Reg. 1174; amended at 15 Ill. Reg. 6534, effective April 30, 1991; amended at 15 Ill. Reg. 8264, effective May 23, 1991; amended at 15 Ill. Reg. 8972, effective June 17, 1991; amended at 15 Ill. Reg. 10114, effective June 21, 1991; amended at 15 Ill. Reg. 10468, effective July 1, 1991; amended at 15 Ill. Reg. 11176, effective August 1, 1991; emergency amendment at 15 Ill. Reg. 11515, effective July 25, 1991, for a maximum of 150 days; emergency amendment at 15 Ill. Reg. 12919, effective August 15, 1991, for a maximum of 150 days; emergency amendment at 15 Ill. Reg. 16366, effective October 22, 1991, for a maximum of 150 days; amended at 15 Ill. Reg. 17318, effective November 18, 1991; amended at 15 Ill. Reg. 17733, effective November 22, 1991; emergency amendment at 16 Ill. Reg. 300, effective December 20, 1991, for a maximum of 150 days; amended at 16 Ill. Reg. 174, effective December 24, 1991; amended at 16 Ill. Reg. _____, effective _____.

NOTE: CAPITALIZATION DENOTES STATUTORY LANGUAGE.

SUBPART E: GROUP CARE

Section 140.526 Quality Incentive Standards and Criteria for the Quality Incentive Program (QUIP) (Repealed)

- a) The five quality incentive standards and the criteria for each are listed in the following subsections. These criteria shall be evaluated by the Department--

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Section 140.526 Quality Incentive Standards and Criteria for the Quality Incentive Program (QUIP) (Repealed) (Cont'd)

using a standardized assessment instrument.

- 1) The assessor will evaluate the level of achievement relying on the documentation provided, direct observation and resident and staff interviews.
- 2) The burden of proof rests with the facility to demonstrate the inapplicability of the QUIP standard for any resident through precise documentation in existence at the time of the assessment.
- 3) For purposes of this section, documentation will mean as written and specified in the required comprehensive care plan, nursing charts, activity records or community contact logs. Documentation will require specificity such that the assessor will not need additional interpretation from facility staff as to the reasonableness of the facility's assertion regarding resident choice, need, capabilities, progress, goals, activities and contacts. Documentation must relate specific information about resident diagnoses or impairment as necessary to support said assessments.
- b) Functional & Sensory Stimulating Environment--This standard requires that the resident's environment promotes maximum independence and physical and mental functioning and lends meaning to life. Achievement of the standard will be demonstrated through on-site observation and evaluation of the facility's environment, including the interior and exterior areas of the facility, and the furniture and fixtures in these areas.

- 1) The QUIP instrument will assign the following maximum points for this standard to each of the following areas:

A) Exterior	18 points
B) Interior---General	18 points

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- C) Interior---Congregate Areas 36-points
- D) Communication-Aids 42-points
- E) Resident-Rooms 30-points
- F) Resident-Toilet-Rooms 24-points
- G) Recreation-Areas 18-points
- H) Dining-Area-and-Meals 18-points
- 2) If-a-existence-(item)-in-areas-identified-in-subsections-(b)(1)(A)-(b)(1)(B)-(b)(1)(C)-(b)(1)(D)-(b)(1)(E)-and-(b)(1)(F)-is-not-applicable-to-a-facility,-the-assessor-will-enter-N/A-(not-applicable)-opposite-the-item-on-the-assessment-instrument-and-award-the-maximum-score-possible-per-item.
- 3) Resident-rooms-and-toilet-areas-will-be-evaluated-using-a-two-point-measurement-scale-for-each-attribute-for-each-room-observed.---Four-resident-rooms-and-adjointing-toilet-rooms-in-each-unit-will-be-evaluated.---In-addition,-four-bath-rooms-will-be-evaluated-unless-fewer-than-four-are-available,-in-which-case-all-will-be-evaluated.---For-other-areas-of-evaluation,-scores-will-be-assigned-for-each-existence-on-a-range-of-points,-where-0-represents-that-minimum-standards-are-not-exceeded,-3-represents-that-minimum-standards-sometimes-or-to-a-limited-degree-are-exceeded,-and-6-represents-that-standards-are-greatly-or-consistently-exceeded.
- 4) Ten-criteria-will-be-used-to-evaluate-the-eight-facility-areas-identified-above,-as-appropriate.---The-criteria-are:
- A) Facility-cleanliness,-fresh-smelling,-free-of-dirty-crumbs-and-clutter,-free-of-stains-or-spots,-in-good-repair.

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- B) Bright-and-cheerful-resident-rooms-which-are-personalized-and-colorful.
- C) Personal-possessions-in-resident's-room,-such-as-pictures,-furniture,-wall-hangings-and-decorations.
- D) Provision-for-privacy,-i.e.,-the-staff-is-considerate-of-resident-needs.
- E) Sensory-compensating-equipment,-e.g.,-large-print-menus,-talking-books,-visual-aids-to-differentiate-areas-of-home-and-adaptive-equipment-aids.
- F) Communication-enhancers,-e.g.,-furniture-arrangement-and-communication-board.
- G) Residential-atmosphere-in-congregate-living-space-which-promotes-mobility-and-conversation-stimulating-and-vibrant.
- H) Presence-of-living-things,-e.g.,-pets-and-plants.
- I) Special-purpose-rooms-for-small-and-large-group-gatherings-and-special-activities,-e.g.,-library,-including-current-magazines,-or-newspapers,-and-music-appreciation-room.---Magazines-will-be-considered-current-when-more-than-three-months-old,-newspapers-when-no-more-than-two-days-old.
- J) Dining-area-atmosphere,-i.e.,-meals-and-room-promote-socialization-and-self-help-and-are-attractive-and-appetizing.
- K) Resident-participation-and-choice.---This-standard-requires-that-the-resident-enjoys-a-full-scope-of-varied-activities-which-offer-continuity-and-opportunities-for-choice.---A-facility-must-meet-the-level-of-achievement-on-both-of-the-following-two-criteria-in-order-to-demonstrate-that-the-standard-has-been-met.

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Section 140.526 Quality Incentive Standards and Criteria for the Quality Incentive Program (QUIP) (Repealed) (Cont'd)

1) Quality of the participation--This criterion requires that a quality plan of social, recreational activities will be established for all residents--Achievement will be measured by reviewing a targeted sample of care plans which will be selected as follows

A) The sample will consist of 10% but no less than 10 residents and a maximum of 29 residents, unless fewer than 10 residents eligible for review live in the facility, in which case, all of them must be included in the sample--Residents to be targeted for this sample whenever possible are residents who the assessor judges are least likely to have quality plans, as gauged by the assessor's observation of their inactivity, tenure in the facility, unique activity needs or social/behavioral problems

B) A score is derived by determining that the facility has established a quality plan of social/recreational activities--Each of the following five attributes of the plan when scored will be weighted equally and achievement determined by identifying the average percent of these attributes present in the social/recreational plans which are reviewed--The plan must be

i) related to resident interests and social ties as expressed by the resident or family or friends of the resident

ii) individualized--i.e., the plan differentiates activities for residents based on differences in needs, abilities and interests

iii) related to and included in the comprehensive care plan

iv) current--i.e., updated at least quarterly or more often as needs change

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(there must be evidence that goals are adjusted, as needed)

v) designed to provide opportunities for resident selection of own activities for family/guardian participation in the selection, as appropriate

2) Level of Resident Participation--This criterion requires that residents are meaningfully engaged in accordance with approved care plans--Achievement will be measured by observing all residents at two distinct periods of peak activity during a day--These times must be identified by the facility and may vary by day of the week

A) Level of achievement will be determined by identifying the percentage of residents meaningfully engaged at peak times--Those residents who are prohibited from being meaningfully involved, as documented by physician orders, are exempt from this assessment

B) The list of activities which constitute being meaningfully engaged include group activities, verbal interchange or personal interactions with other people, and individual or independent activities--It would not include aimless wandering, being unoccupied but awake in bed and staring into space

d) Community and Family Participation--Facilities must demonstrate high levels of community and family involvement in the facility and of resident involvement in the community--A facility must achieve both of the two criteria in order to receive the incentive payment for this standard

i) Level of Participation--The facility must demonstrate that residents are interacting with community representatives or engaged in community

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Quality Incentive Standards and Criteria for
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(Repealed) (Cont'd)

work an average of two hours per week per resident. This participation may involve volunteers or family in the facility or residents involved or volunteering in the community. Achievement will be measured by reviewing facility records which document the number of hours and types of hours in which residents are involved in the community or interacting with community visitors during individual months. Two months of the last six will be assessed.

A) Types of hours which must be documented in a log are:

i) Family contact, e.g., home visits or visits from relatives.

ii) Volunteer one-on-one visits, personal contact.

iii) Group contact or presentations, e.g., chess, speakers and luncheons.

iv) Residents as volunteers.

v) Residents outside of the facility (excluding home visits).

vi) Other contacts.

B) The level of contacts calculated to meet the standard has the following restrictions:

i) No more than 25% of the required contact hours, i.e., number of residents multiplied by 8.6 as stated in subsection (d) (i), may be family related.

ii) Each home visit will count as two contact hours unless the visit is less than two hours in which case, the actual number of hours is counted.

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Quality Incentive Standards and Criteria for
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(Repealed) (Cont'd)

iii) No more than 10% of the required contact hours, i.e., number of residents multiplied by 8.6 as stated in subsection (d) (i), may be non-individualized, e.g., group presentations.

iv) Hours will not be counted for community visitors required to be in the facility (e.g., therapists and embudsmen).

v) Hours spent outside of the facility in required programs will not be counted (e.g., day programming).

2)

Quality of Participation. Achievement will be measured by reviewing the types of contacts which the facility has documented. The last six months of records will be reviewed. Achievement will be determined by scoring the contacts according to eight criteria which will be weighted equally. A score of 0 through 6 will be assigned to each criterion where 0 represents that the criterion is rarely present, 3 represents that criterion is sometimes present, and 6 represents that the criterion is consistently present. Level of achievement will be calculated by deriving points earned as a percentage of total points possible. If a criterion (item) in Quality of Participation is not applicable to a facility, the assessor will enter N/A (not applicable) opposite the criterion on the assessment instrument. The maximum score possible per criterion, 6, is multiplied by the number of criterion marked N/A. This score is deducted from the maximum score possible, 48, and the resulting score multiplied by the required percentage (70% or 80%) for the applicable eligibility period to determine the score needed. The eight criteria follow:

A) Diversity in scope of programs, i.e., varied types of contacts and involvement allow most residents to benefit.

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- B) Resident choice of programs, every maximum opportunity for resident selection of types of contacts are available.
- G) Appropriateness of activities to residents' physical, emotional and intellectual needs, every available contacts address resident limitations, and are appropriate to resident capabilities.
- D) Innovativeness, every facility tries new approaches to increase ties to community.
- E) Appropriate involvement of special populations, every facility adapts programs to involve residents with special care needs.
- F) Maintenance of normal relationship of resident to his/her community.
- G) Appropriate mix of activities inside and outside of the facility, every excursions are regularly scheduled.
- H) Appropriate level of physically active involvement, every community resident activities encourage active involvement as well as listening and observing.
- e) Resident Satisfaction--A sample of consumers of the facility's services, or family members of guardians, express a high level of satisfaction regarding aspects of the residents' life that the facility affects.
- i) The sample will consist of 10%, but no less than 10 residents and a maximum of 20 residents unless fewer than 10 residents eligible for review live in the facility, in which case, all of them must be included in the sample. Eligible residents are those residents with the ability to evaluate the extent as reflected in the residents' comprehensive care plan or those residents who have representatives to respond in their behavior. Achievement will be measured by interviewing residents in regard to ten criteria--Family

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- members of guardians may be interviewed when residents, as reflected in the comprehensive care plan, cannot comprehend or respond to an interview. The level of achievement will be determined by adding the total points earned in the aggregate and calculating the points earned as a percentage of points possible.
- j) For these residents or their guardians as appropriate, each of the following ten (10) criteria will have the same maximum points--in addition, for each criterion, there will be five equally weighted choices of responses--Points will be assigned based on the degree to which the facility demonstrates the attribute in the residents' opinion--The criteria for this quality incentive standard include the residents--for their representatives--
- A) Sense of physical safety
- B) Perception of facility's cleanliness
- C) Satisfaction with quality of food experience
- D) Satisfaction with effectiveness and responsiveness of health care team
- E) Sense of resident being treated with dignity
- F) Resident retention of freedom of choice
- G) Belief that resident is being assisted to perform activities as independently as possible
- H) Sense of resident continuity with past experience, roles, and persons
- i) Satisfaction with interpersonal relations within the facility (e.g., resident has a confidant who is a staff member) and
- j) Feeling that resident's privacy is respected.

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Quality Incentive Standards and Criteria for the Quality Incentive Program (QUIP) (Repealed) (Cont'd)

§) Effective-Patient-Care-Management. There is a demonstrated emphasis on achievement of care-plan goals and provision of intensive intervention programs in the facility. A facility may qualify for either component to receive half of the full incentive payment for the standard. To qualify for the full payment, the facility must meet the requirements for both components.

i) Achievement of care-plan goals. A facility will meet this criterion by assisting residents to gain greater functional independence. The criterion requires that care-plan goals are established for all residents and that progress achieved toward these goals is to be documented monthly. Achievement will be measured using a sample of residents as outlined in subsection (e)(1)(A) of this Part. Achievement will be measured in terms of progress toward goals identified in the last six months. Level of achievement will be determined by calculating the points earned as a percentage of points possible. The IDPA assessor shall review care-plans, approve care-plan goals and compare resident functioning to care-plan goals.

A) Goals will be selected that are appropriate to the resident. At a minimum, two physiological and one psychological and one sociological goal must be selected.

B) A facility receives two (2) points for each of five goals achieved for each resident, one (1) point when movement toward the goal is made but the goal is not achieved, and zero (0) points when no movement is achieved.

2) Intensive intervention programs. A facility must implement intensive nursing and related programs appropriate to the resident population from the list of ten categories in Section 140.526(e)(2)(B) of this Part. For the June 1985 assessment, three programs are required. For assessments after July 1, 1985, four programs are required. The facility must identify the programs to be

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Section 140.526

Quality Incentive Standards and Criteria for the Quality Incentive Program (QUIP) (Repealed) (Cont'd)

assessed, equal in number to the number of programs required. IDPA will assess whether the programs identified by the facility meet the qualifications in Section 140.526(f)(2)(A) and address the needs of the residents of the facility.

A) The programs must be currently operating with:

i) defined program goals and patient-specific objectives;

ii) established treatment protocols and procedures or for Advanced Nurse Aide training, specific training outlines;

iii) mechanisms for ongoing monitoring and evidence of progress notes and of modifications in procedures or outlines based on monitoring results;

iv) established evaluation criteria and methodology; and

v) a list of program participants and evidence of participation.

B) Ten categories of intensive intervention programs have been identified. The intent of these programs must be to reduce disability and medical complications that result in great suffering and economic costs in the facility. The conditions targeted must be those which are prevalent in the facility, accompanied by a high incidence of disability, suffering and costly care, and which are responsive to directed, intensive programs of intervention. The programs are:

i) Intensive Skin Care Program

ii) Bowel and Bladder Program

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- iii) Accident Monitoring and Evaluation Program
- iv) Contraceptive Prevention and Treatment Program
- v) Behavior Problem Management Program
- vi) Restorative Nursing Program
- vii) Community Integration Program
- viii) Discharge and Transfer Plan Program
- ix) Advanced Nurse Aide Training Program and,
- x) Innovative Programs, Appropriate to the Needs of the Facility's Resident Population -- Programming for residents with Alzheimer's Disease is a suitable choice under this category, in facilities having Alzheimer's populations.
- c) Only one program for each category of programs listed above will qualify during the assessment, except that:
 - i) Intermediate Care Facilities for the Developmentally Disabled and Skilled Pediatric Nursing Facilities may designate and qualify for two innovative programs.
 - ii) Facilities may designate a second innovative program if that program is directed at a special resident population comprising at least 20% of the full census, or
 - iii) Facilities may designate a second innovative program directed at residents with Acquired

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Section 140.526 Quality Incentive Standards and Criteria for the Quality Incentive Program (QUIP) (Repealed) (Cont'd)

- immunodeficiency syndrome (AIDS) or AIDS-Related Complex (ARC) -- Such a program could be developed in anticipation of admitting residents with AIDS to a facility, in the absence of AIDS residents, an AIDS-intensive intervention program will qualify as one of the four required programs for one assessment, in subsequent eligibility periods, the facility must house at least one resident with AIDS in order for the AIDS intervention program to continue in a qualifying status.
- iv) Facilities may designate two Advanced Nurse Aide Programs -- These programs must be based on progressive levels of skill or difficulty.

(Source: Repealed at 16 Ill. Reg. ____, effective ____)

Section 140.527 Quality Incentive Survey (Repealed)

- a) An IDPA assessor shall conduct an assessment of a facility's achievement of the Quality Incentive Standards semi-annually. The IDPA assessor shall utilize the QUIP instrument to evaluate whether or not a facility meets the five basic qualifications as outlined in Section 140.525 and has achieved one or more of the quality incentive standards as outlined in Section 140.526. The assessment will be conducted according to the schedule outlined in Section 140.526(d) of this Part.
- b) If an IDPA assessor discovers a serious problem in a facility's care of services during the assessment, he or she will discuss it with the facility and the IDPA regional supervisor. If the regional supervisor finds that the problem seriously jeopardizes the health, safety or welfare of residents, he/she will submit a written report to the Department of Public Health.

(Source: Repealed at 16 Ill. Reg. ____, effective ____)

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Section 140.528 Payment of Quality Incentive (Repealed)

- a) The QIIP payment maximum is \$2.00 per day per resident.
- b) The allocation of payment among Quality Incentive Standards shall be as follows: Fifty percent (50%) of the incentive dollars will be allocated to the first four standards under Sections 140.526(b) through (e). That allocation will be divided equally among the four standards. The remaining 50% will be allocated for standard (f) under that Section. "Effective Patient Care Management."
- e) The quality incentive assessment will be conducted once a year concurrently with the annual inspection of Care survey. The rate will become effective on the facility's annual nursing IOC rate adjustment date.
- d) The Department shall provide written notification to the facility of the amount of the QIIP per diem payment within 45 days of the written notification of achievement.
- e) If a facility loses its Medicaid certification or State licensure or fails to continue satisfying the basic qualifications under Section 140.525(b), the Department shall terminate immediately any quality incentive payment(s). If the facility alters the program(s) upon which the QIIP Incentive Payment is based, the Department will reassess the altered program(s). If the reassessment results in a finding that the facility no longer qualifies for QIIP, IDPA will cancel the QIIP payment(s) after 10 days written notice from the Chief of the Bureau of Long Term Quality Care to the facility.

(Source: Repealed at 16 Ill. Reg. _____, effective _____)

Section 140.529 Reviews (Repealed)

- a) A facility is entitled to review of its quality incentive assessment and QIIP rate in accordance with the following procedure. Each step of this procedure is a precondition to the next step. In other words, a facility must present all disagreements at the Fact-Finding Session and/or Exit Conference to receive any other review and must have such an Exit Conference and a first level review to receive a second level review.

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Section 140.529 Reviews (Repealed) (Cont'd)

- b) On the last day of the on-site assessment, the assessor will conduct a Fact-Finding Session.
 - 1) At the time of the Fact-Finding Session, the assessor will identify to the facility:
 - A) the dates and times at which the assessment was conducted;
 - B) the standards of the assessment which were completed and the reasons for non-completion;
 - C) the documents reviewed as evidence of achievement or non-achievement of any standard;
 - D) the time periods, if any, in which activity levels were observed, the names of the residents observed not to be meaningfully engaged, and the basis used for calculating scores;
 - E) the rooms and areas of the facility visited and observed.
- 2) The assessor will give the facility the opportunity to comment on or contest the evidence used as the basis of the assessment and will record those comments and contested areas.
- 3) The assessor will accept additional documentation the facility may present as evidence for the assessment.
- 4) The assessor and facility representative will sign the QIIP Fact-Finding Session form.
- e) Within twenty (20) working days after the completion of the QIIP assessment, the Regional Supervisor will advise the facility in writing of its achievement and/or non-achievement of the Quality Incentive Standards. This notification will include a copy of the completed assessment instrument and notice to the facility that it can receive a first level review. It will identify where a request for such review must be sent and the time limits within which such request

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Section 140.529 Reviews (Repealed) (Cont'd)

must be made. For purposes of this subsection, the notice date will be either the date on which the written notice is sent by certified mail or the date on which the Department hand-delivers the written notice to the facility. The assessment is not concluded until a copy of the completed assessment instrument has been provided to the facility and an Exit Conference is conducted. (Exception: A completed copy of the Resident Satisfaction segment will not be provided to the facility).

d) An Exit Conference will be conducted between the assessor and the facility within ten (10) working days of the mailing date or hand-delivery date of the above notification.

1) During the Exit Conference, the assessor will discuss:

- A) assessment dates and hours;
 - B) reason basic eligibility not met;
 - C) parts completed;
 - D) parts not completed and reasons;
 - E) names of residents not meaningfully engaged, if applicable;
 - F) rooms and areas visited;
 - G) assessment results;
 - H) the average score of the facility for each question asked on the Resident Satisfaction segment of the assessment;
 - I) questions raised by facility;
 - J) parts contested at this time; and
 - K) procedures for requesting First Level Review.
- 2) The assessor will not identify those interviewed for assessment of Resident Satisfaction.

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Section 140.529 Reviews (Repealed) (Cont'd)

3) During the Exit Conference, the facility may present additional supporting documentation that has been in place prior to the time of the QIP Assessment. If additional documentation is presented during the Exit Conference, the assessor will complete a form indicating whether a new recommendation will be forwarded to the regional supervisor. A copy of the form will be left with the facility. No additional supporting documentation will be accepted following the Exit Conference.

4) Based upon the newly presented documentation, the assessor will determine whether to give a new recommendation to the Regional Supervisor. If a new recommendation is made to the Regional Supervisor, the Regional Supervisor must notify the facility in writing of the results of the new recommendation within 30 working days of the Exit Conference.

5) The assessor and facility representative will sign the QIP Exit Conference Checklist and Summary.

e) First level review

1) Request for review

A) To request a review of the findings of the assessor, the facility must submit a written request to the address stated in the Regional Supervisor's notification, as identified in Section 140.529(a), within ten (10) working days of:

i) the date of the Exit Conference in the event that the assessor did not act upon new documentation presented at the Exit Conference; or

ii) the date of mailing of the Regional Supervisor's written notice following the Exit Conference.

B) For purposes of this subsection, "submit"

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means either the date the request is mailed, as evidenced by a United States mail postmark or the date on which the request is hand delivered to the Department at the address specified in the assessor's notification.

2) The written request for first level review must contain a comprehensive explanation of the facility's contentions regarding the assessor's findings, and may be accompanied by supporting documentation that had been in place prior to the time of the QUP Assessment and was presented for review up to and including the Exit Conference.

3) The Area Supervisor will review the assessor's findings along with the facility's request for review, to determine if such findings are correct or incorrect. The review will be limited to questions of fact supported by data presented up to and including the Exit Conference. The Area Supervisor's determination will evaluate whether all relevant evidence was considered in the original findings, whether the instrument was correctly applied, and whether procedures were followed consistent with Sections 140.525 through 140.529 of this Part.

4) The Area Supervisor will send written notification to the facility by certified mail of the determination of the first level review within forty-five (45) working days of the receipt of the facility's request for review. This notification will include, if applicable, specific reasons why the facility's request for a higher QUP rating was denied. This notification will also inform the facility that it can receive a second level review and will identify where a request for such review should be sent and the time limits within which such request should be made.

5) Second level review

1) If the facility is not satisfied with the results of the first level review, it may request a

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second level review. To do so, the facility must submit a written request to the address stated in the Area Supervisor's letter (see Section 140.529(d)(4) above), within ten (10) working days of receipt of the Supervisor's notification. For purposes of this subsection, "submit" means either the date the request is mailed, as evidenced by a United States mail postmark, or the date on which the request is hand delivered to the Department at the address specified in the assessor's notification.

2) The written request must contain a comprehensive explanation of the facility's contentions regarding the Area Supervisor's determinations.

3) The Chief of the Bureau of Long-Term Care will review the Area Supervisor's determinations, the assessor's findings, the facility's request for first level review, and the facility's request for second level review, to determine if the Area Supervisor's determinations are correct or incorrect. Evidence that was not available to the Area Supervisor will not be considered. The Bureau Chief will reverse the Area Supervisor's determinations only if it is demonstrated that the Supervisor did not consider relevant evidence or finds the Supervisor's determinations against the weight of the evidence.

4) The Bureau Chief will send by mail written notification to the facility of the determination of the second level review within forty-five (45) working days of the receipt of the facility's request for second level review. This notification will include, if applicable, specific reasons why the facility's request for a higher QUP rating was denied. No other administrative review will be available.

9) Inform review

1) To request an inform QUP review, the facility must submit a written request to the Bureau of Long-Term Quality Care Bureau Chief within 180 days from the last QUP assessment.

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Section 140.529 Reviews (Repealed) (Cont'd)

- 2) The written request must identify the part(s) that the facility wants assessed. Only those part(s) requested will be given a QUP assessment. No documentation is required.
- 3) The Bureau Chief will notify the facility within 45 days of receipt of the request that the request has been received and forwarded to the appropriate region.
- 4) The interim QUP assessment will be conducted within 60 days from the notification from the Bureau Chief.
- 5) The new QUP rate, if applicable, will be effective for the final six months of that facility's rate year.
- 6) First and second level appeals can be made based on instruction identified under this Section.

(Source: Repealed at 16 Ill. Reg. _____, effective _____)

Section 140.539 Nurse's Aide Training and Testing

a) Nurse's Aide Training

- 1) Nursing Homes shall be reimbursed for the reasonable costs of nurse's aide training. Upon the aide's successful completion of a course which has been approved by the Department of Public Health (77 Ill. Adm. Code 395.300), the nursing home may claim reimbursement for the following costs, provided that they are actually incurred:
 - A) tuition, up to the prevailing community college rate in the health service area for a six credit hour course;
 - B) instructional materials, up to \$12.00-\$25.00;
 - C) salary and fringe benefits, (fringe benefits are payroll taxes, unemployment insurance and worker's compensation and health insurance and meals if provided) up to the

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- prevaling entry level for the health service area.
- 2) Payment will not be made under this rule for salary expenses during the clinical training if the clinical training is in the facility of employment. These staffing and salary costs are included under the regular cost related reimbursement system as reported on the facilities' annual cost reports and are reimbursed through the monthly payments to the facilities.
- 3) The Department will reimburse for actual approved hours up to 130 hours.
- 4) Nursing homes shall also receive an additional factor of 5% of the total claim to recognize costs for those who do not successfully complete the course.
- 5) The Department shall reimburse on a pro rata basis according to the percentage of Public Aid patients in the Nursing Home.

b) Nurse's Aide Testing

- 1) Nursing homes shall be reimbursed for the reasonable costs for Nurse's Aide Testing. Only tests approved by the Department of Public Health are reimbursable (77 Ill. Adm. Code 395.300). The nursing home may claim reimbursement for the cost of each approved competency test successfully completed with a passing grade (77 Ill. Adm. Code 395.400(g)).
- 2) Payment will not be made under this rule for costs incurred in administering tests not approved by the Department of Public Health, or for any additional tests administered by the nursing home during or subsequent to nurse's aide training.
- 3) Payment will be made for all competency tests successfully completed with a passing grade after October 1, 1989.

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Section 140.539 Nurse's Aide Training and Testing (Cont'd)

- 4) The maximum reimbursable cost per competency test successfully completed with a passing grade is the current fee charged by the Department of Public Health approved testing service. The Department will reimburse on a pro rata basis according to the percentage of Public Aid patients in the nursing home. The Department will not pay any other costs associated with the testing process.
- 5) Written proof (Individual Test Results) must be submitted by the nursing home for each competency test for which reimbursement is claimed.
- 6) No payment will be made for any competency test in which a failing grade (77 Ill. Adm. Code 395.400(g)) is received for any part of the test. A nurse's aide must pass both the demonstration of manual skills and written portions of the test before reimbursement may be claimed.
- 7) Nursing homes shall receive an additional factor of 5% of the total claim to recognize costs for those who do not successfully pass the test.

(Source: Amended at 16 Ill. Reg. _____, effective _____)

Section 140.600 Achieving Ongoing Excellence (A-ONE Program)

- a) Effective April 1, 1992, the Department will begin surveys for the A-ONE Program. The A-ONE Program is comprised of eighteen components categorized into four parts. The four parts, outlined in Sections 140.602, 140.604, 140.606 and 140.608 are as follows:
 - 1) Living Environment - covers issues of importance in the physical setting and has five different components.
 - 2) Quality of Life - has six components that deal with non-medical issues that will result in a higher degree of excellence in long term care existence.

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Section 140.600 Achieving Ongoing Excellence (A-ONE Program) (Cont'd)

- 3) Staffing - contains three components which address some of the biggest problems presently facing long term care: staff recruitment, staff development and staff retention.
- 4) Special Programs - has four components that deal with a variety of topics that are related primarily to special populations.
- b) The standards and criteria for the four parts which make up the A-ONE Program are listed in the sections referenced in (a) above. Each standard in these sections will be answered by the case manager on a "yes"/"no" basis. The case manager will evaluate a facility's level of achievement relying on the documentation provided, direct observation and resident and staff interviews.

(Source: Added at 16 Ill. Reg. _____, effective _____)

Section 140.602 Achieving Ongoing Excellence Living Environment

The environment in which a resident lives has a significant impact on the resident's physical, mental and psychosocial well-being. It is important that a facility provide a safe, pleasant, home-like environment that promotes maximum independence and leads to an enhanced quality of life.

- a) Resident Rooms: A great deal of a resident's time is spent in his/her room. This is the place which the resident can make his/her own by use of personal items and memorabilia. The case manager will randomly select four Medicaid resident rooms on each unit to observe. Unit is defined as wing, if applicable, or four rooms on a floor if not divided into wings. If any sampled room is marked "no" for (1) or (2), the room does not qualify for credit in (3) through (7) for that room. Scoring for this subsection will be combined with the score for Bathrooms, Showers and Tub Rooms, found in (b) below, to determine compliance under both subsections. Qualification for (a) and (b) will be determined by using the total number of "yes" scores received for the standards under subsections (a)(3) through (7) and (b)(5) through (7). The

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facility must meet at least 75% compliance, to qualify. Seven criteria will be used to evaluate this subsection. The criteria are:

- 1) Per resident needs, space is utilized to promote easy accessibility to personal items.
- 2) Rooms are clean and odor free given the treatment needs of the resident.
- 3) Room is personalized with resident's personal belongings and/or items of resident's choice.
- 4) Resident has personal, lockable storage space in room.
- 5) Closet and dresser knobs/handles are in good repair and drawers/closet doors are easily operated.
- 6) Resident rooms are identified at the entrance (on the door or next to it) with resident names or photo or other means (excluding room numbers) to promote independence and mobility.
- 7) Room is made attractive by the use of such items as wallpaper, pictures, bedspreads or other decorations.

- b) Bathrooms, Showers, Tub Rooms: Bathrooms, showers and tub rooms reflect the commitment by the facility to create and maintain a clean, healthy environment for its residents. The case manager will randomly select four Medicaid resident bathrooms and one shower or tub room on each unit. Unit is defined as wing, if applicable, or four rooms on a floor if not divided into wings. If any sampled room is marked "no" for (1) through (4), the facility does not qualify for credit in (5) through (7) for that room. Scoring for this subsection will be combined with the score for Resident Rooms, found in subsection (a) above, to determine compliance under both subsections. Qualification for (a) and (b) will be determined by using the total number of "yes" scores received for the standards under subsections (a)(3) through (7) and

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(b)(5) through (7). The facility must meet at least 75% compliance, to qualify. Seven criteria will be used to evaluate this subsection. The criteria are:

- 1) Toilet fixtures and equipment are clean and in good repair, i.e. faucet handles, shower chairs and elevated toilet seat.
 - 2) Room is clean and odor free given the treatment needs of the residents.
 - 3) Mirrors, sinks, counters, medicine cabinets, if available, are at accessible height to promote maximum independence in toileting and grooming.
 - 4) Toilets/showers/tubs/railings/fixtures promote independence and privacy.
 - 5) Liquid soap and disposable towels accessible at lavatory.
 - 6) Walls, moldings and floor tiles are free of chips and stains.
 - 7) Room is made attractive by the use of such items as wallpaper, pictures or other decorations.
- c) Facility Common Areas: Facility common areas pertain to all areas of the facility accessible to residents excluding resident rooms and bathrooms. Four criteria will be used to evaluate this subsection. Four "yes" scores are needed to qualify. The criteria are:
- 1) There is an easily identifiable person present to greet and direct visitors as they enter the facility during posted visiting hours. Assigned person may be a volunteer, a volunteer resident or a facility employee.
 - 2) Air is free of bodily odors and heavy deodorizers throughout the facility. Case manager is to assess odors throughout the facility and take into consideration occasional, recent accidents.

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- 3) Doors/hallways/units are easy to locate and identifiable to promote independence and mobility for the visually and mentally impaired residents.
 - A) Colors, textures, symbols, pictures and signs are examples of techniques that can be used.
 - B) Residents and staff are oriented to the methods used to help in identification throughout the facility.
- 4) Small congregate areas are available for resident use throughout the facility.
 - A) Each of these areas should accommodate six or less people to promote small group interaction.
 - B) There is a sufficient number of these areas to accommodate at least 10% of the facility's licensed bed capacity at any one time.
 - C) At least one-half of congregate areas are designated as no smoking areas. If a facility is so small (60 beds or less) that only one small congregate area is required, that area must be designated as no smoking.
 - D) Furniture in these areas is easy to get in and out of for physically impaired residents.
 - E) Furniture is sturdy and not easily tipped over.
 - F) Furniture is clean and well maintained.
 - G) Only one portion of dining room or other large areas may be used as one small congregate area if the area meets the other guidelines and is available as a small congregate area 24 hours a day.

- d) Dining Experience: Federal regulation (42 CFR 483.25(j)) call for a facility to provide sufficient fluid intake to maintain proper hydration. Federal regulation (42 CFR 483.35(d)) also call for the facility to provide each resident with a nourishing, palatable, well-balanced diet that meets the daily nutritional and dietary needs of each resident. A facility which makes extra efforts to provide special dietary services and create a non-institutional dining experience contributes to resident satisfaction and is acknowledged in this subsection. Eleven criteria will be used to evaluate this subsection. Nine "yes" scores are needed to qualify.

- 1) There are small table arrangements. Small table arrangements is defined as six people or less at each table excluding those tables designed to provide eating assistance.
- 2) Tablecloths or placemats, napkins and centerpieces are on tables.
 - A) This would exclude tables designed to provide total eating assistance.
 - B) Allow for special needs of residents.
 - C) Tablecloths, placemats, napkins and centerpieces must be clean and in good repair.
 - D) Decorative table tops may be used instead of tablecloths or placemats.
- 3) Trays are removed after food is removed from tray.
- 4) Meals are served on matching or coordinated dinnerware, glassware and silverware.
 - A) Tableware must be clean and in good condition.
 - B) This includes meals served to bedridden residents.

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- 5) Condiments, seasonings, salt, pepper, ketchup, mustard, sugar, cream, etc. are visible and easily accessible to residents.
- A) This does not apply to residents with dietary restrictions that prohibit their use.
- B) These items do not have to be on the tables.
- 6) There are extra fluids in addition to water available to those residents without dietary restrictions during meals and throughout the day. At a minimum, coffee, tea and milk are available to residents upon request.
- 7) Second helpings are offered if resident requests and diet allows. Residents must be informed that second helpings are available upon request.
- 8) Food substitutions are offered if resident requests and diet allows. Residents must be informed that food substitutions are available upon request.
- 9) There is a readable menu posted at dining entrance or hallways or congregate areas.
 - A) Menus must be accurate and current.
 - B) Menus must be printed large enough to accommodate the capabilities of the resident population.
- 10) The facility assures seating for each resident during mealtimes to prevent waiting lines. Options available to avoid long waiting lines can include, but are not limited to, staggered mealtimes and multiple dining locations.
- 11) There is 1:2 assistance given to residents needing total eating assistance.
 - A) 1:2 ratio means one staff member physically assisting no more than two residents.

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- B) Residents must be given adequate time to chew, swallow and complete their meals.
- C) Residents must be offered fluids throughout the meal.
- D) Staff must ensure that residents are kept clean while eating by use of napkins or washcloths.
- e) Resident Food Advisory Council: Residents should have the opportunity to be involved in the planning, advising and monitoring of the facility's food service. Mealtime is often a highlight in the life of a resident. Facilities which go the extra mile to assure resident input into meal planning are to be recognized in this section. If (1) below is scored as "no", the facility does not qualify for this section. Five criteria will be used to evaluate this subsection. Four "yes" scores, with (1) mandatory, are needed to qualify.
 - 1) The facility has a resident food advisory council that assures resident involvement in meal planning, advising and monitoring of the food service.
 - A) Resident food advisory council is elected annually by residents and consists of at least four residents and one facility food service representative.
 - B) Council meets at least monthly and keeps minutes of meetings which contain written recommendations for the food service or menu.
 - C) Facility implements recommendations wherever possible.
 - D) Facility responds in writing within 30 days concerning each recommendation made by the advisory council.
 - E) There is at least one meal each week planned by the residents.

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- 2) Alternative dining programs are utilized.
- A) Examples of alternative dining programs include, but are not limited to, choice of entree, salad bars, dessert carts and selective menu.
- B) Any program or combination of programs must be done on a daily basis.
- C) If a choice of entree is used, menu must clearly reflect more than one entree available routinely.
- 3) Snacks are available at no cost to residents on a 24 hour basis.
- A) Residents must be informed that snacks are available upon request if diet allows.
- B) Snacks must consist of more than cookies and juice. Example of acceptable snacks include, but are not limited to, sandwiches, fruit, pudding, gelatin desserts, ice cream and vegetables.
- 4) Resident planned special meals occur at least monthly.
- A) Facility must demonstrate how resident input was gathered and used to plan special meals.
- B) Examples of special meals include, but are not limited to, cookouts, picnics, theme, ethnic, luaus, order-in and home-cooked meals.
- 5) There is a dining out experience offered monthly.
- A) All residents must be offered the opportunity to dine out (at resident's expense) at least monthly if the residents are willing and able.
- B) Transportation must be provided by the facility.

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- C) This does not include outings with only family and/or friends.
- (Source: Added at 16 Ill. Reg. _____, effective _____)
- Section 140.604 Achieving Ongoing Excellence Quality of Life
- A facility must continually work toward enhancing or maintaining each resident's quality of life. Some ways in which this is done is through the dignified treatment of residents and their families and by keeping residents active and involved in the world outside of the facility.
- a) Family Participation: Encouraging and assisting families to be active and involved in the life of their family member who is a resident in the facility are important tasks in helping residents be happy and content. Federal regulation (42 CFR 483.15(c)) calls for the facility to provide private space for family groups to meet in the facility. This subsection allows for a facility to receive recognition for taking steps to assure quality family interaction for all residents. Six criteria will be used to evaluate this subsection. Six "yes" scores are needed to qualify.
- 1) Facility has a family orientation plan in which individual families are invited to meet privately with facility staff within 14 days of new admissions to discuss philosophy of care, operations, policies and concerns that the family may have.
- A) Facility has presented admission information and followed-up with family and/or guardian within 14 days of admission to address further concerns.
- B) Family orientation plan must include, but is not limited to, stressing the value of family involvement in the resident's rehabilitation, all IOC Level 1 social service requirements, resident funds, account and resident's personal allowance, DNR policies and other advance directive

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policies, philosophy of resident care, facility responsibilities for personal belongings and resident services provided, i.e. supplies, laundry, trips for medical services outside the facility, facility operations such as meal time hours, visiting hours, family council, etc., tour of facility, resident roommate preference policy (if available), passenger vehicle accessibility (if available), and transportation coordinator (if available).

C) This orientation meeting must be separate from the care plan conference.

2) Family council has met at least four times in last 12 months (council can include family, legal guardians or friends).

A) Family council must be open to all families and residents.

B) Facility must plan inservices to promote attendance which would include individuals such as social worker, dieticians, attorneys and agency representatives, to address concerns and answer questions of families and residents.

C) Notification of family council meetings are posted in facility's designated area and families are invited to attend by mail or phone.

3) One designated facility staff member acts as a liaison between facility administration and the family council and responds to concerns of the council.

A) Family council is aware of the designated staff member's name and how to contact that person.

B) Follow-up to concerns are addressed and reflected in council minutes which are posted in the facility.

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C) If the facility's response to family council concerns are not contained in the council minutes, the facility must provide documentation of its response.

4) Facility has comment/suggestion cards and receptacles that are easily identifiable and accessible to families and facility responds to family concerns.

A) Comment cards must have space for name and date.

B) Facility checks receptacles weekly.

C) Facility contacts family within seven days to let them know they are aware of the family's concern.

D) Facility has a plan for resolution within 30 calendar days.

E) If a resolution is not possible, documentation states what was done, decision that was rendered and reason for decision.

5) Each family is invited at least once each quarter to attend a special event for residents and their families.

A) Invitations must be made by mail (such as newsletter), telephone or in person.

B) Special events would include, but are not limited to, holiday parties, birthdays and anniversaries.

6) Facility attempts to contact, at least annually, each resident's family to seek the family's involvement for the resident with no regular family involvement.

A) Efforts may include attempts by mail, telephone or in person.

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- B) Documentation is maintained to record attempts at contacting each resident's family. The documentation may be part of the resident's chart, social services records or a separate document.
- C) Regular family involvement means at least a monthly personal visit.
- b) Adopt-A-Family: This subsection has been developed to encourage providers to pursue family support for those residents with no regular family involvement. To qualify, a provider must demonstrate effectiveness in acquiring volunteers to act as surrogate families for residents who do not have family participation. The facility must demonstrate effectiveness by documenting that at least 50% of its Medicaid residents with no regular family involvement have had at least 20 visits in the past 12 months from the adopted family.
- 1) With written consent from resident, facility must orient the adopted family on the resident's condition.
 - 2) The adopted family must meet with the resident's approval.
 - 3) The adopt-a-family visits must consist of community outings (such as, but not limited to, church, dining out, home visits and shopping) as well as facility visits if resident is able and willing.
 - 4) The facility must maintain a visitation log to document the number of visits and identify community outings.
 - 5) The adopted family may be an individual, a community organization or an unrelated family.
 - 6) Regular family involvement means at least a monthly personal visit.
- c) Individual Activity Plan: Facilities must provide for ongoing activities designed to meet the interests and the physical, mental and psychosocial well-being of

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- each resident. This subsection and subsection (d) stress activities by focusing on resident interests and how leisure time is spent. Facilities are to be given credit when they demonstrate that activities are based on resident input and are well attended by the resident population. A sampling of 10% or at least 10 Medicaid residents, whichever is greater, who have resided in the facility at least 12 months, will be reviewed using a variety of methods which might include observation, resident interviews, family interviews, staff interviews and record reviews. The case manager will select a representative sampling which includes some residents with physical, cognitive and sensory deficit impairments, residents who are room bound and residents who do not like to participate in groups. If (1) or (2) below is scored as "no", the facility does not qualify for this section. The facility must meet at least 80% compliance with (1) and (2) mandatory, to qualify. Seven criteria will be used to evaluate this subsection. The criteria are:
- 1) Each resident has a current activity assessment which is done at least annually and as changes occur. Quarterly reviews are required.
 - A) Activity assessment includes past and present interests and strengths and weaknesses, including physical, emotional and cognitive as they impact upon the resident's activity involvement. Assessing past interests need only be done on initial assessment.
 - B) If checklist assessment is used, it must include a narrative summary.
 - 2) Each resident has an individualized activity plan which is based on resident preference, current interest, need and capabilities reflected in activity assessment and this plan is updated at least quarterly and as changes occur.
 - A) Individualized activity plan is implemented and modified from current assessment and is part of the resident's entire care plan.

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- B) The plan must contain "resident goals" as opposed to "activity goals" and have activity approaches (methods, techniques, programs, adaptations, materials, etc.) used in working with residents toward goal attainment.
- C) The specific activity approaches are to be placed with other interdisciplinary approaches throughout the care plan, not within the "activity section" or "activity problem/need" of a care plan.
- D) The resident goals may be rehabilitation or progress or maintenance oriented as determined by assessment of the resident.
- 3) Resident's weekly schedule (i.e., baths and treatments) does not conflict with resident's choice of activities.
- 4) Staff assists if needed with transporting resident to and from activities.
- 5) Residents are assisted and encouraged to develop their own leisure time activities.

A) Materials/resources for leisure time activities may include talking books, library services, writing materials, sewing and craft supplies, radios, televisions, puzzles, games, newspapers and magazines. Materials such as these must be provided by the facility at no cost to the resident.

B) Supplies for leisure time activities are available whether or not facility staff is present if leisure time activities do not require supervision.

C) Materials/resources are made available both to individual residents for their own "private" use and within the general facility for residents' use outside their rooms and for informal recreation activities.

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among only residents and among residents and their families.

D) Examples of independent leisure time activities include, pursuit of individual interests within resident's own room or on a solitary basis within the facility, independent (informal) involvement with other residents in leisure activities, independent involvement in leisure activities with family/friends, independent involvement in outdoor leisure activities (on-grounds), independent involvement in community leisure activities.

6) There is monthly documentation of the resident's response.

7) Facility has implemented individual and group activities that reflect resident preference and the resident has attended these activities at least 21 times during the past six months. A sampled resident may also qualify if the resident attended less than 21 sessions in the past six months due to extended hospitalization or illness that prevented participation. The facility documentation must show that the resident attended when not ill or in the hospital.

d) Quality Activity Department: If (1) or (2) below is scored as "no", the facility does not qualify for this part. Six criteria will be used to evaluate this subsection. Five "yes" scores, with (1) and (2) mandatory, are needed to qualify. The criteria are:

1) Residents have input into the choice of activities offered and facility can demonstrate at least once each week activities have taken place as a result of resident input.

A) Resident input can come from the resident council or direct contact from the resident.

B) Residents shall be given an opportunity to contribute to planning, preparation.

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conducting, clean-up and critique of each activity.

- 2) Activities are planned and carried out for evenings and weekends.
 - A) Activities are provided three evenings per week and at least once every weekend.
 - B) Evening and weekend activities do not necessarily have to be conducted by activity personnel.
 - C) Activities are varied and not limited to religious activities.
 - D) Activities are based upon resident preferences, input and assessment.
- 3) The facility conducts ongoing quality assurance of its activity department.
 - A) Quality assurance meetings must take place at least quarterly.
 - B) Quarterly QA meetings must include 2 or more residents that represent the resident population and have input into activity programming.
 - C) There must be a quarterly written resident survey that evaluates and is utilized to modify activities.
 - D) Recommendations that result from the QA review are to be integrated into the activity programming.
- 4) The facility develops and follows an annual activity department plan.
 - A) The activity department plan must include, but is not limited to, inservice goals that assure that activities are delivered appropriately by activity department and

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other staff throughout the facility and goals for new activities that will take place.

- B) There must be a semi-annual review to modify the plan as needed.
- 5) The facility produces and distributes a monthly newsletter to residents and staff.
 - A) Suggestions for the newsletter include but are not limited to, upcoming events, articles written by residents and staff, resident council issues and human interest stories regarding residents and staff.
 - B) Activities must be included in newsletter.
- 6) Facility provides the materials and space for residents who wish to garden and assures resident participation.
 - A) Residents/families are informed upon admission of the gardening opportunity at the facility.
 - B) Facility must maintain an ongoing list of residents who are participating.
 - C) At least 10% of the Medicaid population participates in the gardening program.
 - D) Gardening opportunities may take place inside or outside the facility.
 - E) Examples of acceptable gardening space include, but are not limited to, outdoor gardens, raised gardens, window boxes, greenhouses, solariums and potted plants.
 - F) Materials which the facility must provide at no cost to residents/families include, but are not limited to, soil, plants, seeds, fertilizer, gardening tools (residents with physical impairments are accommodated with

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adaptive tools), garden hoses or watering cans, and pots.

- G) Case manager will review admission protocol, list of current residents participating and interview two or more residents from the list to verify participation. Facility must demonstrate that residents are polled upon admission and at least twice each year for gardening preference and that names are added to the list at that time.

e) Community Involvement: All residents have the right to interact with members of the community both inside and outside the facility (42 CFR 483.15(b)(2)). Five criteria will be used to evaluate this subsection. Four "yes" scores are needed to qualify. The criteria are:

- 1) Facility can demonstrate diversity of community events by providing documentation that shows at least six different types of community activities took place during the past 12 months.

A) Four of the six community events must have taken place outside the facility.

B) Documentation must show each event, date, place and which residents attended.

- 2) All residents, including those with special needs, are encouraged and assisted in maintaining, developing or increasing community contacts, on an ongoing basis.

A) Facility maintains a list which is updated at least annually and shows all residents' past involvement and current interests in the community and what the facility has done to maintain or increase each resident's involvement in the past year.

B) Community involvement may occur both inside and outside the facility, but must include an individual or group outside the facility which interacts with the residents.

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- 3) Eighty percent (80%) of the facility's current Medicaid residents who have resided in the facility for four months or longer have participated in two or more community events in the past year. Facility must present written documentation that demonstrates compliance with this item.

4) The facility has a wheelchair accessible passenger vehicle available without charge to residents at least 48 hours per week for transporting residents.

A) The passenger vehicle must be available during some daytime, evening and weekend hours each week.

B) The passenger vehicle is available for transporting residents to and from community events, activities and other places according to resident preference.

C) A passenger vehicle is not required to have a lift as long as the facility can demonstrate the passenger vehicle can accommodate residents in wheelchairs.

D) The facility must maintain a trip log to verify outings in the passenger vehicle.

E) The facility must inform residents and families of passenger vehicle availability upon admission and prominently post the passenger vehicle's schedule each week.

F) The facility encourages all residents who are willing and able to use the passenger vehicle and can document that 80% of all willing and able Medicaid residents (exclude those who have resided less than 60 days in the facility unless they have participated) do participate.

- 5) The facility has a transportation coordinator who schedules and arranges transportation for residents.

- A) The transportation coordinator may be a staff member with other responsibilities.
- B) Residents/families are informed of the transportation coordinator upon admission and the transportation coordinator's name and phone number are displayed on the posted activity schedule.

f) Volunteer Program: Volunteers provide beneficial interaction with residents that helps to enhance or maintain mental and psychosocial well-being. Volunteers also make a difference by doing things that free up facility staff to deliver direct care and complete other aspects of facility operations. A facility which develops and implements an effective volunteer program which is accessible to all residents will be recognized for its efforts through this section. Four criteria will be used to evaluate this subsection. Four "yes" scores are needed to qualify. The criteria are:

- 1) A staff member is assigned responsibility for planning and directing how volunteers are to be used in the facility. Case manager meets the assigned staff member and reviews the plans for the volunteer program, the volunteers' schedules, duties assigned to each volunteer and the methods for determining the effectiveness of the volunteer program.
- 2) Each volunteer or group is screened for suitability in the program, completes an orientation program, is supervised by the designated staff member coordinating the volunteer program and is evaluated at least annually.
- A) The orientation program shall include, at a minimum, fire safety, patient rights, volunteer role and responsibilities, needs of long term care residents and facility policies.

- B) Volunteers shall complete the orientation program within 30 days of starting in the program.
- 3) The facility assures that 80% of the Medicaid population receives at least one hour of 1:1 volunteer or family interaction every two weeks.

- A) The facility must maintain documentation that shows the dates, amount of time and the name of the volunteer or family member who interacted with the resident.
- B) The case manager should observe some 1:1 volunteer interaction during the course of the survey.
- 4) The facility has a volunteer recognition program for thanking volunteers for their service at least annually.

(Source: Added at 16 Ill. Reg. _____, effective _____)

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It is critical that efforts be made to attract, develop and retain more people in the long term care industry. Facilities that do this effectively will be acknowledged for their efforts.

- a) Staff Development: Staff who are properly trained in the latest technological and treatment methods and practices, both initially and on a continual basis, results in a higher quality of care being delivered to residents. Eight criteria will be used to evaluate this subsection. Seven "yes" scores are needed to qualify. The criteria are:
- 1) Staff are trained and knowledgeable of facility's philosophy of care.
- A) Facility will conduct inservice for all staff at orientation and at least annually and maintain written documentation.

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- B) Case manager will conduct staff interviews to verify knowledge of philosophy.
- 2) One hundred percent (100%) of the management staff attended at least two healthcare or management/business related educational seminars in the past 12 months.
- A) The management staff must include the administrator, assistant administrator, DON, ADON and activity, social services, dietary department heads and business manager, if applicable.
- B) Management staff included must be employed full-time in the facility.
- C) The seminars can take place in or out of the facility, but must be conducted by qualified professionals not on the facility staff.
- D) Case manager will review written documentation to verify attendance.
- 3) There is a facility orientation program for all direct care staff.
- A) The orientation program must include a skills checklist which must be completed within 30 days of hiring.
- B) Case manager will review written documentation to verify the successful completion of the orientation program provided to new staff.
- C) An orientation program is different from CNA training mandated by the State.
- 4) There are opportunities, such as, time off, announcements, tuition assistance for staff to participate in long term care related education programs.

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- A) At least 50% of all facility staff (all disciplines must be represented), employed by the facility nine months or longer, have attended an education program in the past 12 months as verified by attendance records.
- B) The programs may take place in or out of the facility, but must be conducted by qualified professionals not on the facility staff.
- 5) Facility has sponsored or jointly sponsored a long term care related education program at the facility or in the community in the past 12 months.
- A) Facility sponsored LTC programs may be for the facility staff or members of the community.
- B) Case manager will review written documentation to verify.
- 6) Facility staff has the opportunity to recommend educational topics and identify educational needs which result in inservice training at the facility.
- A) Facility must provide written documentation that verifies how staff input is utilized to develop inservice topics.
- B) Facility must use inservice evaluations as one method of obtaining staff input.
- C) Case manager will review written documentation and conduct staff interviews to verify.
- 7) Staff development records are kept for each employee. Case manager will review written documentation to verify.
- 8) Facility offers Upward Mobility Program and helps any interested employee plan and carry out plan to seek advancement. This may include, but is

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not limited to, defraying education costs (such as tuition assistance, scholarships) and allowing some work time for training involved and granting fully qualified internal staff preference when filling Upward Mobility positions. Case manager will review written facility policy, conduct staff interviews to determine awareness of policy and whether any staff has used program.

- b) Advanced Certified Nurse Aide (CNA) Training Program: One very important aspect of delivering quality care is the involvement of certified nursing assistants. It is essential that certified nursing assistants receive advanced training to assure that the highest standards of resident care are met. To receive credit, at least 10 CNAs must have successfully completed the program in the past 12 months. Five criteria will be used to evaluate this subsection. Five "yes" scores are needed to qualify. The criteria are:

- 1) The training program curriculum includes, but is not limited to, the following courses: Accidents Prevention, Advanced Restorative Nursing, Behavior Management, Care of AIDS Residents, Care Planning, Communication as an ADL, Community Integration, Continence Restorative, Contracture Prevention and Care, Documentation Requirements for the Medical Record, MDS and the Comprehensive Resident Assessment Process, Pressure Ulcer Prevention and Care, Psychosocial Programming, Psychotropic Medications (Uses and Side Effects), Restraint Management.
- A) The program must be coordinated by an R.N.
- B) Course instructors must be qualified but do not have to be on facility staff.
- C) Each course must be at least two hours in length.
- D) CNA's that have successfully completed the course do not have to be employed at the facility at the time of the survey.

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- 2) Each course includes a method of evaluating participants' successful completion such as written tests, return demonstration, video playbacks, etc.
- 3) At the successful completion of the training program, participants receive certification which will allow advanced work and responsibility by the employee.
- 4) Complete records of the training program are kept and include objectives, content outline, evaluation forms or methods, presenters, number of presentations, participants attending and participants successfully completing each course.
- 5) The facility has an advisory committee made up of appropriate representatives including the DON, RN program coordinator and two nursing assistants who have successfully completed the course. The committee periodically, no less than annually, reviews the course topics, content, teaching formats and evaluation and makes recommendations for changes.

- c) Recruitment/Retention: Facilities that take steps to attract and keep well-qualified individuals help assure that a stable staff is present to maintain continuity and quality of care. A facility unable to qualify under (1) below may qualify under (2) below. However, a facility that qualifies under (1) cannot qualify under (2). For qualifying under (2), facilities that have not used agency staff in the past three months would qualify by scoring "yes" on six of seven criteria (subsection (3) would not be scored). Facilities that have used agency staff in the past three months would qualify by scoring "yes" on seven of eight criteria (subsection (3) would be scored).

- 1) Facility demonstrates a 50% or greater staff retention rate from the past 12 months. The facility must present two alphabetized lists of employees. One list must contain those employees who were on the facility's payroll exactly one year prior to the current survey date. The

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second list must contain those employees on the facility's payroll as of the survey date.

- 2) The facility has a staff recruitment/retention plan which includes the following components:

- A) Fringe benefit program such as, but not limited to, dental care, pensions, health insurance or life insurance where the facility contributes at least 25% of the cost on behalf of full-time employees.
- B) Employee child care benefits program where facility pays at least 25% of cost.
- C) Facility provides monetary bonus to employee who successfully recruits another employee.
- D) Facility provides monetary bonus to new employees as a recruitment incentive.
- E) Facility has a staff retention program which includes separate awards for exceptional job performance, good attendance and employee longevity and may include other approaches.
- F) Public relations program to enhance its place in the community as a means of attracting and retaining staff.

- G) This program may include, but is not limited to, public service announcements, letter to editor inviting community to various activities in nursing homes, videotape to be used to introduce general public to the facility, Administrator, Director of Nursing or Social Services Director, promote positive working relationships by visiting each referring hospital at least annually, brochures, advertised open house for the public, mailings, educational offering (seminar series) of long term care interest offered for community and long term care interested parties. Review the facility's plan to determine that it contains at least four components used in the past 12 months.

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- H) Other approach.

- 3) If facility documentation indicates that agency staff has been used in the past three months, review and use item (C) for qualification in this section. Monitoring and evaluation program for use of agency staff.

- A) Facility has explored alternatives to the use of agency staff.
- B) Agency staff are briefed regarding facility protocols and the particulars of their job duties before delivering resident care.
- C) Facility has a method to evaluate care delivered by agency staff and communicates this to the agency.
- D) Facility holds at least quarterly meetings with agency.
- E) Facility follows up with call to agency within 72 hours after any incident involving agency staff.

(Source: Added at 16 Ill. Reg. _____, effective _____)

Section 140.608 Achieving Ongoing Excellence Special Programs

Special Programs: This part contains sections which concentrate on special populations and innovative programs. Meeting the needs of special populations requires a considerable amount of effort and resources on the part of the facility. Facilities which commit the effort and resources to provide a higher standard of care to special populations are to be commended and acknowledged for these services. A facility will also be given credit for innovative methods which benefit all or part of the resident population. A facility may qualify for up to 2 special programs in this Section (\$1.00 maximum). Only one of which can be an innovative program. The case manager need not conduct a review of one or more of the special programs in this part if the facility acknowledges by signing off that it does not have the program(s).

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- a) Dementia Care Program: Persons afflicted with Alzheimer's Disease or a related disorder present a challenge to the long term care facility to meet their special needs. Devoting space, resources and extra effort to better serve this population means that a facility is dedicated to helping these residents to maximize independence and improve their quality of life. In order to qualify, a facility must have a program and dedicate a unit which is currently serving at least 10 Medicaid residents designed for the care of persons diagnosed with Alzheimer's Disease (AD) or a related disorder (including, but not limited to, Multi-infarct Dementia, Parkinson's Disease, Huntington's Disease, Creutzfeldt-Jakob Disease, Pick's Disease, Normal Pressure Hydrocephalus) and score "yes" on fourteen of the following seventeen criteria.

1) Unit has a pre-set, defined admission/discharge criteria. Prior to admission to unit all residents have a medical diagnosis of AD or a related disorder.

2) Unit provides a homelike atmosphere while promoting independence of resident.

A) Visual cueing of resident's room such as pictures of resident/family.

B) The unit should have a soft colored, cheerful, comfortable environment.

C) Resident rooms are personalized with their own furniture, decorations and memorabilia as appropriate to individual needs.

3) Measures are used to minimize external stimulation. A minimum of three measures must be in place in order to score a yes in this category. This includes, but is not limited to, eliminating glare from floors and windows, hallways and common areas are carpeted (reduces risk of injury from falls and sound echo), no wall and floor coverings with confusing images and patterns, music used at various times of day

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to calm residents, minimize external noises such as pagers, buzzers and bells, etc.

4) The facility contains an outdoor area that is safe and secure and used by the residents.

A) Area is enclosed.

B) Visual monitoring provided by individual on-site or T.V. monitor.

5) There is a designated wandering path or area within the unit which is designed to minimize confusion and/or provide sensory stimulation.

A) Suggestions of things that may minimize confusion and/or provide sensory stimulation include, but are not limited to, objects available to stimulate senses, simple puzzles and rocking chairs.

B) Mirrors may be contraindicated since they may confuse the AD resident.

6) The nurses' work station in the unit is located so residents can be heard and observed.

A) Staff at desk are able to observe movement in hallways.

B) Station is low enough to allow for eye contact between seated staff and seated resident.

C) Station is easily visible as a point of reference to resident.

7) Each resident in the program must have an individualized activity plan.

A) The resident's activity plan is based on past and present interests.

B) Activities must be structured to provide a regular, simple routine.

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- C) Activities must provide opportunities for socialization.
- D) The activity plan must be updated quarterly or more often if resident's condition changes.
- 8) Attempts are made to maintain a sense of connection with the outside environment.
- A) Capable residents are taken for outside walks at least daily, weather permitting.
- B) Outdoor games are provided.
- C) Van/bus/car rides are provided at least every two months.
- D) Activity and living areas offer a pleasant view of the outdoors.
- 9) At least weekly attempts are made to integrate these residents with general population.
- A) Activities, dining, special events or when other residents are brought in to common areas of the special unit are all examples of integration.
- B) When these residents are integrated, staff presence is required.
- 10) Direct care nursing staff is visibly present at all times to provide continuous observation.
- 11) There is enough staff on day and evening shifts that residents can be assisted to be maximally independent.
- A) Med sheets will be reviewed to determine if psychotropic meds are given routinely to sedate residents rather than have them actively engaged when there is not enough staff.

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- B) There must be enough staff on night shifts so residents who are awake can be up and supervised.
- 12) Stable staffing patterns are maintained on the unit to meet the needs of this special population.
- A) Staff is familiar with the unit.
- B) Staff to resident ratios, and nursing time allotted per resident are specified by facility to meet the needs of this special population (1:5 is ideal).
- C) Staff must be knowledgeable about residents and their needs.
- D) No agency staff should be used on this unit.
- E) Staff should not be assigned from other units.
- F) Unit staff should not be assigned to other units.
- 13) All facility staff and volunteers working on the unit receive training and education prior to assignment/or during orientation to the unit about the needs of dementia residents and how to care for them.
- A) At a minimum, the training program must give participants a basic understanding of dementia symptoms and of AD's typical course. Training must also cover the philosophy, objectives, and caregiving techniques emphasized by the special care unit or AD nursing home. Role play, case conferences and group discussion may be particularly appropriate teaching techniques.
- B) All CNAs are required to complete certification program which includes 12 hours of specialized training in the care of dementia residents. The specialized training is in addition to the CNA training

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mandated by the State and must focus on the individual needs of the residents in this program.

- C) The instructor must be a properly qualified individual such as social worker, RN, OMHP or OMRP who has had at least 40 hours of specialized training for dementia residents.

14) Ongoing staff training is documented and on file.

- A) Inservice must occur at least twice a year and be relevant on topics related to dementia care.

- B) Documentation confirms facility has maintained association with the local chapter of the Alzheimer's Association or other related organizations.

15) The facility provides support groups for family and staff led by a qualified leader at least monthly. A qualified leader is someone who has passed a leadership training course conducted by the Alzheimer's Association.

16) Security measures are in place to prevent cognitively impaired residents from leaving the unit without supervision. Methods to secure exits must be unobtrusive and least restrictive as possible, but be easily operated by those who are cognitively intact.

17) Precautionary measures, evacuation plans and procedures for locating missing residents are in place. Safety procedures must be documented, disseminated and practiced.

- b) Head Trauma Rehabilitation Program: Residents with head trauma require specialized care to reach their rehabilitation potential. Special programs, such as the one proposed here, have proven to be effective in helping head trauma residents to maximize this potential and enhance their quality of life.

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The following criteria must be in place before proceeding to score this section, there must be at least five Medicaid residents in the program (none of which are eligible for Exceptional Care), physical, occupational and speech therapy services are delivered where indicated at least three times a week.

psychiatrist/psychologist must be on contract, age related activities provided within facility, unit must be handicapped accessible and psychiatrist must be on contract to provide assessment of rehabilitation potential prior to being placed and while in this program. Twenty-one criteria will be used to evaluate this subsection. Eighteen "yes" scores are needed to qualify. The criteria are:

- 1) The unit has a pre-set defined admission/discharge criteria. The admission/discharge criteria includes, but is not limited to, mental/physical level of functioning, potential for rehabilitation and psychological evaluation.
- 2) Prior to admission to unit, all residents have a medical diagnosis/history of head trauma with a potential for rehabilitation assessed by a psychiatrist prior to admission to unit.
- 3) There is written permission from family/legal guardian and/or physician for resident placement onto unit which includes, but is not limited to, specialized needs of residents in unit, i.e. physical and psychological.
- 4) The unit provides a homelike atmosphere while promoting independence of resident.
 - A) Visual cueing of residents room (pictures of resident/family).
 - B) The unit should have a bright colored, cheerful, comfortable environment.
 - C) Resident rooms personalized with their own furniture, decorations and memorabilia as appropriate to individual needs.

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- 5) Measures are used to provide external stimulation. Examples are, but not limited to, VCR with age related video tapes, big screen TV, hallways to facilitate usage of wheelchairs, pet therapy, aquariums, music which is age related or residents choice and other methods which are appropriate to age of residents.

- 6) The unit contains an outdoor area that is safe and secure.

A) Area is enclosed.

B) Visual monitoring provided by individual on-site, T.V. monitor or audio.

- 7) Attempts are made to maintain a sense of connection with the outside environment.

A) Capable residents are taken for outside walks, at least daily, weather permitting.

B) Outdoor games that are age related are provided, such as, wheelchair basketball, shuffle board and horseshoes.

C) Van/bus/car rides are provided at least every two months.

D) Reality/orientation is provided on current events.

E) Activity and living areas offer a pleasant view of the outdoors.

F) Multiple phones are available.

G) Stationery is available on the unit.

- 8) There is a designated area within the unit which is designed to provide a home-like atmosphere available at all times.

- 9) For capable residents, continuing education is encouraged. Suggestions include, but are not limited to, talking books, reading books.

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workshops provided by rehab services, G.E.D. or college attendance is encouraged and assisted when possible.

- 10) The nurse's work station on the unit allows for accessibility of the staff to resident and vice versa.

A) Staff at desk are able to observe movement in hallways.

B) Station is low enough to allow for eye contact between seated staff and seated resident.

C) Station is easily visible as a point of reference to resident.

- 11) Bathrooms/shower rooms are wheelchair accessible and promote independence, including, but not limited to, tub transfer bench, safety grab bars, some elevated toilet stools.

12) There is a resident council specific to this program or facility's resident council has representation from the head trauma program.

13) Direct care nursing staff is present at all times to provide continuous observation.

14) Stable staffing patterns are maintained in the program to meet the needs of this special population.

A) Staff to resident ratios, and nursing time allotted per resident are specified by facility to meet the needs of this special population (1:5 is ideal).

B) Case manager will interview staff about their knowledge of the residents and their needs.

- 15) All facility staff and volunteers working on the unit receive training and education prior to

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Section 140.608 Achieving Ongoing Excellence Special Programs (Cont'd)

assignment/or during orientation to the unit about the needs of head trauma residents and how to care for them.

- A) Current books, periodicals and other publications related to head trauma are visible and easily accessible to direct care staff.
 - B) Coordinator of unit receives a minimum of five CEUs yearly related to head trauma.
- 16) Staff training is documented and kept up to date and on file.
- A) Facility has evidence of maintained association with the local/national chapter of the Head Injury Association.
 - B) At a minimum, the training program must give participants a basic understanding of closed head trauma symptoms and pertinent needs. Training must also cover the philosophy, objectives, and caregiving techniques emphasized by the special care unit. Role play, case conferences, and group discussion may be particularly appropriate teaching techniques.
- 17) The facility arranges for support groups which are led by qualified leaders for family and/or staff at least monthly.
- A) Examples of qualified leaders include, but are not limited to, psychiatrist, psychiatrist/psychologist and/or psychiatric nurse specialist.
 - B) Examples of support groups include, but are not limited to, suicide prevention and drug and chemical dependency.
- 18) Security measures are in place to deter cognitively impaired residents from leaving the unit without supervision. Methods to secure exits must be as unobtrusive as possible, least

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Section 140.608 Achieving Ongoing Excellence Special Programs (Cont'd)

restrictive and easily operated by those who are cognitively intact. Doors may not be locked.

- 19) Extra precautionary measures, evacuation plans and procedures for locating missing residents are in place. Safety procedures must be documented, disseminated and practiced.

- 20) There are follow ups to incidents and accidents to prevent further occurrences.

- A) Incident and accident reports are completed.
- B) Quality Assurance Committee to review reports and recommend measures to prevent "future occurrences".
- C) Follow up is demonstrated.

- 21) Residents with no mental impairments are trained and aware of appropriate exits to be used in case of emergency.

- c) Telephone Accessibility: Maintaining contact with the outside world leads to residents who are better adjusted, healthier and happier. The telephone is a vital link to the outside world. This section gives facilities credit for achieving telephone accessibility. Four criteria will be used to evaluate this subsection. Four "yes" scores are needed to qualify. The criteria are:

- 1) There are a sufficient number of phones to allow all residents who are capable and desire the opportunity to make phone calls. A sufficient number of phones is defined to be one phone and one outside line for every 10 Medicaid residents.
- 2) Phones are located so that residents can have private, quiet conversations.
 - A) Facility may provide phone jacks in each room and enough portable phones to meet the 1:10 ratio or.

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Section 140.608 Achieving Ongoing Excellence Special Programs (Cont'd)

Section 140.608 Achieving Ongoing Excellence Special Programs (Cont'd)

B) Facility may install phones in areas located throughout the facility to meet the 1:10 ratio as long as private, quiet conversations can take place.

3) The facility must be able to show how the program exceeds minimum standards.

(Source: Added at 16 Ill. Reg. ____, effective ____)

3) Phones are accessible to physically impaired residents.

Section 140.610 Eligibility For Achieving Ongoing Excellence (A-ONE) Program

A) Consideration must be given to residents who are visually impaired, hearing impaired, wheelchair bound and/or otherwise handicapped.

a) A facility must meet basic eligibility qualifications and A-ONE Program standards to be eligible for an incentive payment(s). Department staff will conduct assessments in all skilled nursing facilities (SNF) and intermediate care facilities (ICF).

B) Adaptable equipment must be available where needed. Examples include, but are not limited to, TDDs, speaker phones, volume controls, enlarged numerals, etc.

b) In order to be eligible for the A-ONE Program, a facility must meet the four following basic qualifications.

4) Residents are able to make free local calls. Long distance and charged local calls are to be made at resident's expense.

1) Participation in the Medical Assistance Program

d) Innovative Program: Meeting the challenge of coping with the complex and varied needs of residents of long term care often call for innovative methods. This section promotes and acknowledges a unique program which has been developed to benefit all or part of the resident population. Before an innovative program can be surveyed, the facility must submit to the regional supervisor at least 180 days prior to the facility's ANIOCRAP a request to have the program reviewed during the next IOC. The request must consist of a summary of the program and how it meets the program guidelines set forth below. The regional supervisor will provide a written decision within 30 days of receipt of a facility's request.

A) A facility shall be currently certified for participation in the Medical Assistance Program and have a current provider agreement as required in Section 140.11 of this Part. If the Department initiates a termination action against any level of care in the facility, the Department will withhold A-ONE payments effective with the date the facility is notified of the administrative action and continuing during the pendency of the hearing. If the facility prevails at the hearing, and the facility is otherwise eligible for A-ONE, the action will not affect the facility's A-ONE eligibility, and withheld A-ONE payments will be released to the facility. If the facility does not prevail at the hearing, and the facility's provider agreement is terminated or the facility is terminated from the Medical Assistance Program, A-ONE payments will not be released, and the facility will be considered ineligible for A-ONE as of the date the facility was notified of the

1) There must be a written plan and protocol for such a program.

2) The facility must be able to demonstrate a benefit to at least 15% of the Medicaid population or 15 Medicaid residents, whichever is greater.

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Section 140.610

Eligibility For Achieving Ongoing Excellence
(A-ONE) Program (Cont'd)

administrative action. If the federal government initiates a termination action against any level of care in the facility, all A-ONE payments will be withheld beginning with the date the action was initiated and continuing during the pendency of any hearing, and will be released only if the facility prevails in the hearing. Ineligibility for A-ONE will occur as of the date of initiation of the federal action. Any termination action will disqualify the facility for A-ONE as specified above, and will disqualify the facility for A-ONE for subsequent A-ONE reimbursement until the facility is again eligible under this qualification. When a facility reenters the Medical Assistance Program, and remains in the Medical Assistance Program for one full year it will again be eligible for participation in A-ONE.

2)

A facility shall be currently licensed as required in rules of the Illinois Department of Public Health (IDPH) at 77 Ill. Adm. Code 300.120 through 300.160; 350.120 through 350.160; or 390.120 through 390.160.

A) If IDPH takes any action to revoke, suspend, or not renew a facility's license, the facility shall become ineligible for A-ONE on the date of notification of licensure action. If the facility administratively appeals IDPH's licensure action, payments will be withheld from the date of notification of licensure action and will continue for the duration of the licensure action plus the remainder of the A-ONE eligibility period during which the licensure action ends. If the facility prevails in such appeal, and the facility is otherwise eligible for A-ONE, the facility will be eligible for A-ONE as if no licensure action had occurred. If the facility does not administratively appeal IDPH's licensure action, and the action is

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Section 140.610

Eligibility For Achieving Ongoing Excellence
(A-ONE) Program (Cont'd)

overturned, the facility will be eligible for A-ONE as if no licensure action occurred.

B)

If IDPH issues a conditional license for any violation, other than a Type A (Refer to subsection (b)(4)), to a facility, the facility shall become ineligible for A-ONE on the first day of the month subsequent to the date of issuance of the conditional license. Such ineligibility shall continue for six months. If the facility administratively appeals the issuance of a conditional license with IDPH, payments will continue to be withheld as specified above. If the facility prevails in such appeal, and the facility is otherwise eligible for A-ONE, the facility will be eligible for A-ONE as if no conditional license had been issued. If the facility does not administratively appeal the issuance of a conditional license with IDPH, and the conditional license is overturned, the facility will be eligible for A-ONE as if no conditional license had been issued.

C)

In the event of a change in licensee, A-ONE payments will be reinstated effective with the date of licensure, if the new licensee has complied with the corrective action plan (as determined by IDPH) related to the identified Type A violation(s) charged to the previous licensee as specified by IDPH.

3) Meeting Residents' Needs

A) A facility must be meeting in the aggregate at least 92% of residents' health needs. The Department will determine compliance with this screening standard through a review of the results of the Inspection of Care (IOC) assessment.

B)

The number of unmet needs will be compared to the number of needs identified to verify no more than 8 percent of needs are unmet.

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Section 140.610

Eligibility For Achieving Ongoing Excellence
(A-ONE) Program (Cont'd)

If the facility fails to continue to satisfy this qualification, as evidenced by an IOC, the facility will lose its eligibility for A-ONE effective with the IOC exit date. The facility will be disqualified for A-ONE until a subsequent IOC indicates that at least 92% of residents' needs are being met. If the facility begins to provide at least 92% of residents' needs as evidenced by an IOC and the facility is otherwise eligible for A-ONE, the facility will be eligible for A-ONE effective the first day of the month subsequent to the IOC exit date.

4) Violations

- A) A facility must have no Type A violations, as defined in 77 Ill. Adm. Code 300.330 and Section 1-129 of the Nursing Home Care Act (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 4151-129). A facility will become ineligible on the first day of the month subsequent to the date that the notice of violation was served on the facility. Such ineligibility shall continue for a period of six (6) months. If a facility administratively appeals the Type A violation, payment shall be withheld according to this Section. If the Type A violation is reduced or overturned, as the result of an administrative appeal, and the facility is otherwise eligible for A-ONE, the facility will be eligible for A-ONE as if the violation had not occurred.
- B) In the event of a change in licensee, A-ONE payments will be reinstated effective with the date of licensure, if the new licensee has complied with the corrective action plan (as determined by IDPH) related to the identified Type A violation(s) charged to the previous licensee as specified by IDPH.
- C) A facility may request reconsideration of the withholding of A-ONE payments due to the

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(A-ONE) Program (Cont'd)

issuance of the Type A violation when all of the following criteria are met:

- i) The facility has not received any violations issued by the Department of Public Health within the past three years.
- ii) The Type A violation is a result of an isolated incident involving no more than one resident and did not result in the death of that resident.
- D) To request reconsideration, the facility must submit to the Deputy Director for Medical Operations, within ten working days of the date that the notice of violation was served on the facility, a letter which indicates the above criteria has been met and includes a copy of the imposed plan of correction issued by the Department of Public Health.
- E) Notification of the results of this reconsideration will be sent to the facility within forty-five working days of receipt of the facility's request.

(Source: Added at 16 Ill. Reg. _____, effective _____)

Section 140.612 Payment of Achieving Ongoing Excellence

- a) As a means of transitioning from the Quality Incentive Program (QUIP) to the A-ONE Program for nursing facilities, the Department will reimburse nursing facilities the amount they were eligible for under QUIP as of July 1, 1991. Additionally, all nursing facilities, regardless of QUIP status, will receive \$.96 per resident, per day to fund the facility's cost of implementing the A-ONE Program. Nursing facilities will receive this funding from July 1, 1991 until they are surveyed under the A-ONE Program after April 1, 1992. This transitional reimbursement will then be replaced by the amount eligible for under the A-ONE Program.

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NOTICE OF PROPOSED AMENDMENTS

Section 140.612 Payment of Achieving Ongoing Excellence
(Cont'd)

- b) The A-ONE payment maximum is \$4.50 per day, per resident.
- c) The allocation of payment amount A-ONE standards shall be as follows:

1) Part I Living Environment:

- A) Resident Rooms and Bathrooms/
Showers/Tub Rooms .25
- B) Facility Common Areas .25
- C) Dining Experience .25
- D) Resident Food Advisory Council .25

2) Part II Quality of Life:

- A) Family Participation .25
- B) Adopt-A-Family .25
- C) Individual Activity Plan .25
- D) Quality Activity Department .25
- E) Community Involvement .50
- F) Volunteer Program .25

3) Part III Staffing:

- A) Staff Development .25
- B) Advanced CNA Training Program .25
- C) Recruitment/Retention (only one component may be scored in this section)
- i) Retention Rate or .25
- ii) Recruitment/Retention Plan .25
- 4) Part IV Special Programs (no more than two programs may be scored in this Part)

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NOTICE OF PROPOSED AMENDMENTS

Section 140.612 Payment of Achieving Ongoing Excellence
(Cont'd)

- A) Dementia Care Program or .50
- B) Head Trauma Rehab. Program or .50
- C) Telephone Access or .50
- D) Innovative Program .50

- d) The A-ONE assessment will be conducted once a year concurrently with the annual inspection of Care (IOC) survey. The rate will become effective on the facility's annual nursing IOC rate adjustment date. In the event that a facility is involved in a hearing or appeal as specified in Section 140.610, an A-ONE assessment may be conducted as regularly scheduled and the results will be handled as specified in Section 140.610.

- e) The Department shall provide written notification to the facility of the amount of the A-ONE per diem payment within 45 days of the written notification of achievement.

- f) If a facility fails to meet any of the qualifications of Section 140.610, the Department shall terminate immediately any A-ONE payments. If the facility alters the program(s) upon which the A-ONE payment is based, the Department will reassess the altered program(s). If the reassessment results in a finding that the facility no longer qualifies for A-ONE or any part thereof, the Department will cancel the A-ONE payment(s) after ten days written notice.

(Source: Added at 16 Ill. Reg. ___, effective ___)

Section 140.614 Reviews

- a) A facility is entitled to review of its A-ONE assessment and A-ONE rate in accordance with the following procedures.
- b) Within ten working days of the last day of the on-site assessment (exit conference), the facility must submit, to the regional supervisor, a full explanation

DEPARTMENT OF PUBLIC AID

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Section 140.614 Reviews (Cont'd)

of why the facility believes the findings of the case manager are incorrect. The request may only be accompanied by supporting documentation that had been in place prior to the time of the A-ONE assessment and was presented to the case manager for review.

c) Notification of the results of this review will be sent to the facility within forty-five working days of receipt of the facility's request for the review.

d) If the facility is not satisfied with the results of the regional supervisor's findings, it may request a review of those findings. To do so, the facility must submit a written request to the area manager at the address stated in the regional supervisor's letter within ten working days of receipt of the supervisor's notification.

e) The request must contain a comprehensive explanation of the facility's contentions regarding the regional supervisor's determinations.

f) The area manager will review the regional supervisor's findings and the facility's request for both reviews in making their determination. Documentation that was not available to the regional supervisor will not be considered.

g) Notification of the results of this review will be sent to the facility within forty-five working days of receipt of the facility's request.

(Source: Added at 16 Ill. Reg. _____, effective _____)

DEPARTMENT OF VETERANS' AFFAIRS

NOTICE OF PROPOSED AMENDMENT

1) Heading of Part: MIA/POW SCHOLARSHIP

2) Code Citation: 95 Ill. Adm. Code 116

3) Section numbers: Proposed Action:
116.40 Amendment

4) Statutory Authority: Public Act 87-115, Ch. 122, par. 30-14.2

5) A Complete Description of the Subjects and Issues Involved: Section 116.40 states that the spouse of the MIA/POW must begin using the scholarship prior to ten years after the effective date. The Amendment allows the spouse to use the scholarship without requirements as to when he or she should begin.

6) Will These Proposed Amendments Replace an Emergency Rule Currently in Effect? No

7) Does This Rule Making Contain an Automatic Repeal Date? No

8) Do These Proposed Amendments Contain Incorporations by References? No

9) Are There Any Other Proposed Amendments Pending on This Part? No

10) Statement of Statewide Policy Objectives? N/A

11) Time, Place and Manner By Which Interested Persons May Comment on This Proposed Ruling?

Manager State Grants
State of Illinois
Department of Veterans Affairs
P.O. Box 19432
833 South Spring Street
Springfield IL 62794-9432

12) Initial Regulatory Flexibility Analysis: N/A

The full text of the proposed amendments begins on the next page:

DEPARTMENT OF VETERANS' AFFAIRS

NOTICE OF PROPOSED AMENDMENT

TITLE 95: VETERANS AND MILITARY AFFAIRS
CHAPTER I: DEPARTMENT OF VETERANS' AFFAIRSPart 116
MIA/POW SCHOLARSHIP

- Section
116.10 Administration of and Payment of Funds for the Scholarship
116.20 Payment by the Comptroller to Illinois State-Supported Institutions of Higher Learning
116.30 Determination of Eligibility of Dependents
116.40 Eligibility Requirements
116.50 Definition of Eligible Veterans of Service-persons
116.60 Dependents of Dishonorable Discharged Veterans
116.70 Demonstration of Financial Need
116.80 Documentation
116.90 Issuance of Identification Card (I.D.)
116.100 Duration of the Scholarship
116.110 Full-Time Enrollment
116.120 Part-Time Enrollment
116.130 Receipt of points for Part-Time Enrollment
116.140 Semester System and Summer Term
116.150 Time to Complete Course of Study
116.160 Termination of Scholarships
116.170 Reimbursement of Tuition and Application Fees
116.180 Reimbursement of Other Fees
116.190 Non-Reimbursable Fees
116.200 Coverage of Tuition and Fees
116.210 Application for Reimbursement
116.220 Responsibility of Institutions to Submit Information Relative to Reimbursement
116.230 Simultaneous Reimbursement
116.240 Use of the Scholarship at Two or More Institutions Simultaneously
116.250 Appealing an Award Denial
116.260 Audit Procedures
116.270 Dependents with Physical, Mental or Developmental Disabilities
Reimbursement to Therapeutic, Rehabilitative or Education Facilities.

AUTHORITY: Implementing and authorized by Section 30-14.2 of Article 30 of the School Code (Ill. Rev. Stat. 1989, ch. 122, par. 30-14.2).

SOURCE: Adopted at 4 Ill. Reg. 12, p. 555 effective April 1, 1980; codified at 6 Ill. Reg. 8452; amended at 11 Ill. Reg. 11170 effective July 1, 1987; amended at 16 Ill. Reg. _____, effective _____.

DEPARTMENT OF VETERANS' AFFAIRS

NOTICE OF PROPOSED AMENDMENT

Section 116.40 Eligibility Requirements

Any spouse, natural child, legally adopted child, or step-child of an eligible veteran or serviceperson who possesses all necessary entrance requirements shall, upon application and proper proof, be awarded a MIA/POW Scholarship.

- a) The child must begin using the Scholarship prior to his or her twenty-sixth birthday.
b) The spouse may use the Scholarship at any time.

(Source: Amended at 16 Ill. Reg. _____, effective _____)

DEPARTMENT OF VETERANS' AFFAIRS

NOTICE OF PROPOSED RULES

1) Heading of Part: Persian Gulf Conflict Veterans Act

2) Code Citation: 95 Ill. Adm. Code 121

3) Section numbers:

	<u>Proposed Action:</u>
121.10	New
121.20	New
121.30	New
121.40	New
121.50	New
121.60	New
121.70	New
121.80	New
121.90	New
121.100	New
121.110	New
121.120	New
121.130	New
121.140	New
121.150	New
121.160	New
121.170	New
121.180	New
121.190	New
121.200	New
121.210	New
121.220	New
121.230	New

4) Statutory Authority: P.A. 87-0119, Ch 126 1/2, para 67b

5) A Complete Description of the Subjects and Issues Involved: Section 121 establishes a Persian Gulf Conflict Veterans Fund. It also establishes the Illinois Department of Veterans Affairs as the responsible agency for distributing funds to qualifying persons. The section details the qualifications required of applicants of the fund and lays down the rules by which the Illinois Department of Veterans Affairs can qualify applicants.

6) Will These Proposed Amendments Replace an Emergency Rule Currently in Effect?
No

7) Does This Rule Making Contain an Automatic Repeal Date:
No

DEPARTMENT OF VETERANS' AFFAIRS

NOTICE OF PROPOSED RULES

8) Do These Proposed Amendments Contain Incorporations by References?
No

9) Are There Any Other Proposed Amendments Pending on This Part?
No

10) Statement of Statewide Policy Objectives?
N/A

11) Time, Place and Manner By Which Interested Persons May Comment on This Proposed Rolling? Interested persons can submit written comments within 45 days of the date of the publication to:

Vickey Campbell
Manager State Grants
State of Illinois
Department of Veterans Affairs
P.O. Box 19432
833 South Spring Street
Springfield IL 62794-9432

12) Initial Regulatory Flexibility Analysis
N/A

The full text of the proposed rules begins on the next page:

DEPARTMENT OF VETERANS' AFFAIRS

NOTICE OF PROPOSED RULES

TITLE 95: VETERANS AND MILITARY AFFAIRS
CHAPTER 1: DEPARTMENT OF VETERANS' AFFAIRS

PART 121

PERSIAN GULF CONFLICT VETERANS' ACT

Section	
121.10	General Purpose
121.20	Responsibilities
121.30	Application for Payment
121.40	Support of Application
121.50	Eligibility
121.60	Proof of Eligibility
121.70	Service in the Merchant Marine
121.80	Civilian Work
121.90	Service in the U.S. Public Health Service
121.100	Honorable Separation
121.110	Continuous Service
121.120	Beneficiary Payments
121.130	Proof of Death
121.140	Payment to Survivors
121.150	Death of Serviceman While in Service
121.160	Death From Service-Connected Disability
121.170	Contributory Causes of Death
121.180	Evidence of Entitlement to Compensation
121.190	Assignment of Right to Compensation
121.200	Payment to an Eligible But Mentally Incompetent Person
121.210	Payment to Chief Officer of any Hospital or Institution
121.220	Disallowed Claims
121.230	Definitions

AUTHORITY: Implementing the Persian Gulf Conflict Veterans Act (Ill. Rev. Stat. 1989, ch. 126 1/2, pars. 67b et seq.) and authorized by Section 2(9) of "AN ACT creating the Illinois Department of Veterans' Affairs" approved August 10, 1975, as amended (Ill. Rev. Stat. 1989, ch. 126 1/2, par. 67)

SOURCE: Adopted at 16 Ill. Reg. _____, effective _____.

NOTICE OF PROPOSED RULES

Section 121.10 General Purpose

The intent and purpose of this Act is to make payment of a bonus to those persons who served in the Armed Forces of the United States at any time on or after August 2, 1990 and until Congress or the President orders such persons ineligible for the Southwest Asia Service Medal (date yet to be determined,) were residents of the State of Illinois at least twelve months immediately preceding such entry. Such a person must have been honorably separated or discharged from such service, or is still on active duty, or has been retired, or has been furloughed to the reserve, and must have received the Southwest Asia Service Medal, or to the survivors or beneficiaries of such deceased person, who would have been entitled to such payment, if living.

Section 121.20 Responsibilities

The Department of Veterans' Affairs therefore has these responsibilities:

- a) To adopt general rules for making such payment,
- b) To ascertain amount to which persons are entitled, (\$100)
- c) To ascertain and select the proper beneficiaries and the amount to which such beneficiaries are entitled and,
- d) To the best of its ability, disburse the funds in accordance with the authority vested under the Act.

Section 121.30 Application for Payment

Application for payment of the Persian Gulf Conflict Bonus must be made on the form furnished by the Illinois Department of Veterans' Affairs.

Section 121.40 Support of Application

Each application must be supported by a certified true copy or notarized photostatic copy of the DD 214 or such other documents showing separation from service in the Armed Forces or Armed Forces Certificate if still in service. All other supporting evidence must be certified true copies or notarized photostatic copies.

Section 121.50 Eligibility

Every person who has served on active duty with the Armed Forces of the United States on or after August 2 1990 and prior to the defined ineligibility date for the Southwest Asia Service Medal.

Section 121.60 Proof of Eligibility

Applicant must also show proof of the following:

- a) Residency within the State of Illinois for at least 12 months immediately preceding entry into such service.
- b) Applicant is still on active duty, is honorably separated or discharged from such service, has been furloughed to a reserve or has been retired.

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NOTICE OF PROPOSED RULES

Section 121.60 Proof of Eligibility (cont.)

- c) Applicant has received the Southwest Asia Service Medal.

Section 121.70 Service in the Merchant Marine

Service in the merchant marine is not service in the Armed Forces for purpose of this Act.

Section 121.80 Civilian Work

No payment may be made under this Act to any person who, though in such service, did civilian work at civilian pay or who has received from another state a bonus or compensation of like nature as provided in this Act.

Section 121.90 Service in the United States Public Health Service

Service in the U.S. Public Health Service when assigned to units of the Armed Forces will not be eligible for compensation.

Section 121.100 Honorable Separation

The DD 214 or Discharge must state "Honorable" or "Under Honorable Conditions". If an applicant received an honorable discharge for service during the Persian Gulf Conflict and is otherwise eligible, he or she may receive the compensation even though he or she re-enlisted immediately following his period of Southwest Asia service and later received a "Dishonorable" or "Less than Honorable" discharge.

Section 121.110 Continuous Service

If applicant has continued in service and has not received a document of separation from active duty served at any time on or after August 2 1990 and prior to such time as Congress declares such persons ineligible for the Southwest Asia Service Medal, a certification signed by the Adjutant or Personnel Officer of the unit in which the applicant is presently serving must be furnished. The certificate must state:

- a) The name of the applicant.
- b) That the applicant has served under honorable conditions for all periods of continuous active duty, from date of entry into active duty to the present, including service for which he was awarded the Southwest Asia Service Medal as recorded in his Service record.

Section 121.120 Beneficiary Payments

Payment of the sum of \$1,000 will be made to the widow or widower, child or children, mother, father, or person standing in loco parentis, brothers and sisters, in the order named, of any deceased person with a service-connected death that would be entitled under Section 2c of the Act, if living.

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NOTICE OF PROPOSED RULES

Section 121.130 Proof of Death

The beneficiary making application for payment of compensation shall furnish the following proof:

- a) Husband or Wife making application must prove:
 - 1) Death of person rendering service. (Photostatic or certified copy of official notification of death should be attached).
 - 2) Marriage of the parties, and that such marriage existed at the time of death of person through whom claim is made.
- b) Child or Children making application must prove:
 - 1) Death of person rendering service (see Section 121.130 a)1))
 - 2) Marriage of deceased and other parent of Child or Children.
 - 3) That veteran's legal spouse is now deceased, or was divorced. (certified copy of death certificate or divorce decree shall be attached).
- c) Child's Birth Certificate
 - 1) Mother, Father making application must prove:
 - 1) Death of person rendering service. (See Section 121.130a)1))
 - 2) That such person was unmarried, or if married that spouse of such person is dead or was divorced. (see Section 121.130b)3))
 - 3) That such person was married, there were no children, or if there were children all are dead. (Photostatic copy of death certificate/s must be attached).
 - 4) If Father is the applicant that Mother is dead. (Photostatic copy of death certificate must be attached).
 - 5) That the deceased upon whose service claim is made was the son or daughter of the claimant (Photostatic copy of birth certificate).
 - 2) Person Standing In Loco Parentis must prove:
 - 1) That he or she stood in relation of parent toward the person rendering service and comply with (section 121.130 c)1) through 5) Mother, Father
 - 2) Brother or Sister must prove:
 - 1) See a)1), of this Section, Husband or Wife.
 - 2) See c), same as 1) through 5), of this Section, Mother, Father.
 - 3) That both the Mother and Father of the person rendering service are dead, and that no one stood in relation of parent to the person through whom the claim is made. (Photostatic copies of death certificates will suffice to prove death; affidavits of responsible persons having knowledge of the facts should be sufficient to show that no one stood in loco parentis toward the deceased veteran).
 - 4) That relationship of brother or sister existed between the applicant or applicants and person rendering service. (Affidavits of responsible persons shall accompany the application).

Section 121.140 Payment to Survivors

Payment of the sum of \$1,000 will be made to the survivors, in the order

Section 121.140 Payment to Survivors (cont.)

named, listed on Section 121.120 provided the person described in Section 121.50 died as a result of service in the Armed Forces of the United States on or after August 2, 1990 and prior to such time as Congress declares such persons ineligible for the Southwest Asia Service Medal and death was service-connected and such service connected cause of death occurred in Southwest Asia Area.

Section 121.150 Death of Serviceperson While in Service

If the death of serviceperson occurred while in service, a certified copy of the letter from the Armed Forces concerned to the next of kin must be submitted.

Section 121.160 Death From Service-Connected Disability

If death resulted from a service-connected disability incurred in the area for which a Southwest Asia Service Medal is awarded, a certified copy of the death certificate must be furnished. In such case the death of the veteran will be considered as having been due to service-connected disability when the evidence establishes that such disability was either the principal or contributory cause of death, and is recognized as such by the United States Department of Veterans Affairs.

Section 121.170 Contributory Causes of Death

- a) Evidence of contributory causes must be supported by:
- 1) Statements from the United States Department of Veterans Affairs that such contributory causes have been so established and dependency and indemnity compensation awarded.
 - 2) Statements from physicians who have been aware of the nature and degree of the veteran's service-connected disabilities, and
 - 3) Statements from other persons who possess knowledge of this nature.
- b) Other service-connected disabilities will not be for consideration.

Section 121.180 Evidence of Entitlement to Compensation

- a) Evidence of entitlement to payment of the compensation as a survivor of a person killed in the Persian Gulf area must be established as listed in Section 121.130.
- b) Where a preceding beneficiary fails to file a claim for compensation after the official notice of death and after a two year period, the Illinois Department of Veterans' Affairs may proceed to process applications from succeeding beneficiaries and

Section 121.180 Evidence of Entitlement to Compensation (cont.)

such beneficiaries may then proceed to qualify upon submission of a satisfactory proof of eligibility.

Section 121.190 Assignment of Right to Compensation

No right or claim to compensation under this Act shall be assigned and no payment shall be made to any person other than the approved applicant.

Section 121.200 Payment to an Eligible But Mentally Incompetent Person

In the event compensation is payable to a person who is eligible but mentally incompetent, the compensation shall be paid to the person who is recognized as his or her guardian, committee, curator or conservator by the laws of the state of residence of the incompetent, or otherwise legally vested with the care of the incompetent.

Section 121.210 Payment to Chief Officer of any Hospital or Institution

If there is no such committee, guardian, curator or conservator, payment shall be made to the Chief Officer of any hospital or institution under the supervision or control of the United States Department of Veterans Affairs or under control of any state of the United States in which such incompetent is paid if such officer is authorized to accept money for the benefit of the incompetent.

Section 121.220 Disallowed Claims

All claims disallowed by the Department shall not hereafter be reviewed except upon application to the Appeal Board of the Department of Veterans' Affairs. Any claimant, whose claim has been denied, may request a review by such Board and submit additional evidence if he or she so desires within 60 days from date of disallowed claim.

Section 121.230 Definitions

The following are definitions of terms used in this rule:

- a) Resident - The phrase was contained in Section 2b (b) (1) of the Act (Ill. Rev. Stat. 1989, ch 126 1/2, par. 67b) shall be construed to include personnel of the regular military or naval services who were residents of the State of Illinois for twelve months immediately prior to entry August 2, 1990 shall be eligible for the bonus.
- b) Child or Children - The term child or children shall include all legitimate children and legally adopted children.
- c) Brothers and Sisters - The term brothers and sisters, in addition to its ordinary meaning shall include brothers and sisters of the "whole" blood as well as the "half" blood, having a common parent with the deceased veteran.

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Section 121.230 Definitions (cont.)

- d) Loco Parentis - The term loco parentis shall be limited to a person who stood in the position of a parent and shall not be a corporation or a trust.
- e) Active Service - The term active service shall exclude time lost for Absent Without Leave or Absent on Leave
- f) Service-Connected Deaths - The term service-connected, contained in Section 2b (c) of the Act, shall mean a death incurred in the line of duty as determined by the branch of service and recognized by the United States Department of Veterans' Affairs.
- g) Southwest Asia Service Medal - The DD 214 or discharge will show under item "Decorations, Medals, Etc." the award of the Southwest Asia Service Medal.
- h) Mentally Incompetent - A person found to be incompetent by a court of competent jurisdiction of any state or any state or the District of Columbia or by an adjudication officer of the United States Department of Veterans Affairs.
- i) Southwest Asia Area - Between August 2 1990 and the date determined: the Persian Gulf, Red Sea, Gulf of Oman, Gulf of Aden, that portion of the Arabian, Oman, Bahrain, Qatar, and the United Arab Emirates, to include the airspace and territorial waters. Between January 17, 1991 and the date determined: Israel, Egypt, Turkey, Syria, and Jordan, to include air space and territorial waters.

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NOTICE OF ADOPTED AMENDMENTS

- 1) HEADING OF THE PART: Duck, Goose and Coot Hunting
- 2) CODE CITATION: 17 Ill. Adm. Code 590
- 3) SECTION NUMBERS: ADOPTED ACTION:
590.10 Amendments
590.20 Amendments
590.60 Amendments
- 4) STATUTORY AUTHORITY: Implementing and authorized by Sections 1.3, 1.4, 1.13, 2.1, 2.2, 2.18, 2.19, 2.20, 2.23, 2.33, 3.5, 3.6, 3.7, 3.8, and 3.10 of the Wildlife Code (Ill. Rev. Stat. 1989, ch. 61, pars. 1.3, 1.4, 1.13, 2.1, 2.2, 2.18, 2.19, 2.20, 2.23, 2.33, 3.5, 3.6, 3.7, 3.8, and 3.10), and Migratory Bird Hunting (50 CFR 20, effective September 26, 1990).
- 5) EFFECTIVE DATE OF AMENDMENTS: December 31, 1991
- 6) DOES THIS RULEMAKING CONTAIN AN AUTOMATIC REPEAL DATE? No
- 7) DO THESE AMENDMENTS CONTAIN INCORPORATIONS BY REFERENCE? No
- 8) DATE FILED IN AGENCY'S PRINCIPAL OFFICE: December 30, 1991
- 9) NOTICE OF PROPOSAL PUBLISHED IN ILLINOIS REGISTER: October 4, 1991, 15 Ill. Reg. 14157
- 10) HAS JCAR ISSUED A STATEMENT OF OBJECTIONS TO THESE RULES: No
- 11) DIFFERENCES BETWEEN PROPOSAL AND FINAL VERSION: None
- 12) HAVE ALL THE CHANGES AGREED UPON BY THE AGENCY AND JCAR BEEN MADE AS INDICATED IN THE AGREEMENT LETTER ISSUED BY JCAR? Yes
- 13) WILL THESE AMENDMENTS REPLACE AN EMERGENCY RULE (AMENDMENT, REPEALER) CURRENTLY IN EFFECT? Yes
Section Numbers Proposed Action Illinois Register Citation
590.20 Amendments 15 Ill. Reg. 16745, 11/15/91
590.60 Amendments 15 Ill. Reg. 16745, 11/15/91
- 14) ARE THERE ANY AMENDMENTS PENDING ON THIS PART? No
- 15) SUMMARY AND PURPOSE OF AMENDMENTS: Section 590.10(1) was deleted due to complaints from club owners; in Section 590.20(d) "on Monday and" is being removed to allow hunters to hunt on Mondays; additional language in Section 590.20(f)(5) is being added to close hunting at this site on

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December 24, 25 and 26; and additional language is being added in Section 590.60(b)(22) indicating that during the firearm deer season, hunting hours shall cease at 10 a.m. and waterfowl hunters must be off the lake by 11 a.m. and that there will be no waterfowl hunting the first day of firearm deer season in November or the first day of firearm deer season in December.

16) INFORMATION AND QUESTIONS REGARDING THESE ADOPTED AMENDMENTS SHALL BE DIRECTED TO:

Don Woods
Department of Conservation
524 S. Second Street, Room 485
Springfield, IL 62701-1787

THE FULL TEXT OF THE ADOPTED AMENDMENTS BEGINS ON THE NEXT PAGE:

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NOTICE OF ADOPTED AMENDMENT(S)

TITLE 17: CONSERVATION
CHAPTER 1: DEPARTMENT OF CONSERVATION
SUBCHAPTER b: FISH AND WILDLIFE

PART 590

DUCK, GOOSE AND COOT HUNTING

Section

590.10 Statewide Regulations
590.20 Permit Controlled Department Sites Only - Duck, Goose and Coot Hunting
590.25 Illinois Youth Goose Hunting Permit Requirements
590.30 Duck, Goose and Coot General Hunting Regulations on all Department-Owned and-Managed Sites
590.40 Check Station Department Sites Only - Duck, Goose and Coot Hunting
590.50 Non-Check Station Department Sites Only - Duck, Goose and Coot Hunting
590.60 Various Other Department Sites - Duck, Goose and Coot Hunting

EXHIBIT A The Non-Toxic Shot Zones of Illinois (Repealed)

AUTHORITY: Implementing and authorized by Sections 1.3, 1.4, 1.13, 2.1, 2.2, 2.18, 2.19, 2.20, 2.23, 3.5, 3.6, 3.7, 3.8, and 3.10 of the Wildlife Code (Ill. Rev. Stat. 1989, ch. 61, pars. 1.3, 1.4, 1.13, 2.1, 2.2, 2.18, 2.19, 2.20, 2.23, 3.5, 3.6, 3.7, 3.8, and 3.10), and Migratory Bird Hunting (50 CFR 20, effective September 26, 1990).

SOURCE: Adopted at 5 Ill. Reg. 8857, effective August 25, 1981; emergency amendment at 5 Ill. Reg. 11386, effective October 14, 1981, for a maximum of 150 days; codified at 5 Ill. Reg. 10638; Part repealed at 6 Ill. Reg. 9647, effective July 21, 1982; new Part adopted at 6 Ill. Reg. 11865, effective September 22, 1982; amended at 7 Ill. Reg. 13229, effective September 28, 1983; emergency amendment at 7 Ill. Reg. 13948, effective October 6, 1983, for a maximum of 150 days; amended at 8 Ill. Reg. 18968, effective September 26, 1984; amended at 9 Ill. Reg. 14242, effective September 5, 1985; peremptory amendments at 9 Ill. Reg. 15062, effective September 25, 1985; emergency amendments at 9 Ill. Reg. 15928, effective October 8, 1985, for a maximum of 150 days; amended at 10 Ill. Reg. 16588, effective September 22, 1986; emergency amendments at 10 Ill. Reg. 17773, effective September 26, 1986, for a maximum of 150 days; amended at 11 Ill. Reg. 10560, effective May 21, 1987; emergency amendments at 11 Ill. Reg. 15242, effective August 28, 1987, for a maximum of 150 days; emergency expired January 25, 1988; amended at 12 Ill. Reg. 12200, effective July 15, 1988; emergency amendments at 12 Ill. Reg. 16233, effective September 23, 1988, for a maximum of 150 days; emergency expired February 20, 1989; emergency amendments at 12 Ill. Reg. 22244, effective December 7, 1988, for a maximum of 150 days; emergency expired May 6, 1989; amended at 13 Ill. Reg. 10525, effective June 20, 1989; amended at 13 Ill. Reg. 14925, effective September 7, 1989; emergency amendments at 13 Ill. Reg. 16579, effective October 4, 1989, for a maximum of 150 days; emergency expired March 3, 1989; amended at 13 Ill. Reg. 17354, effective October 27, 1989; amended at 14 Ill. Reg. 638, effective January 2, 1990; amended at 14 Ill. Reg. 13529, effective August 13, 1990; emergency amendments at 14 Ill.

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Reg. 17029, effective September 26, 1990, for a maximum of 150 days; emergency expired February 23, 1991; amended at 15 Ill. Reg. 1487, effective January 22, 1991; amended at 15 Ill. Reg. 13293, effective September 3, 1991; emergency amendments at 15 Ill. Reg. 16745, effective November 5, 1991, for a maximum of 150 days; amended at 16 Ill. Reg. _____, effective December 31, 1991.

Section 590.10 Statewide Regulations

- a) Pursuant to Section 2.18 of the Wildlife Code (Ill. Rev. Stat. 1989, ch. 61, par 2.18), it shall be unlawful to take, possess, transport, or use migratory waterfowl except during such period of time and in such manner and numbers as may be provided in the Federal "Migratory Bird Treaty Act" (16 U.S.C. 703-711), the "Migratory Bird Hunting Stamp Act" (16 U.S.C. 1718 et seq.), and annual "Rules and Regulations for Migratory Bird Hunting" (50 CFR 20, effective September 26, 1990) (collectively referred to in this Part as federal regulations), (no incorporation in this Part includes later amendments or editions) or contrary to any State regulations made in the Wildlife Code.
- b) The regulations in Section 2.33 of the Wildlife Code on illegal devices shall apply to this rule, unless federal regulations are more restrictive.
- c) Duck, goose and coot regulations are in accordance with Federal Regulations (50 CFR 20, revised as of September 26, 1990) unless the regulations in this rule are more restrictive.
- d) It shall be unlawful while attempting to take migratory waterfowl or coots to have in possession any shotgun shells prohibited by federal regulations. The only shot approved as non-toxic by the U.S. Fish and Wildlife Service (50 CFR 20) is steel shot, and copper-plated or nickel-plated steel shot for which the plating represents less than 1% the shot's weight. Lead shot plated with copper, nickel, or other material does not qualify.
- e) Emergency Closure
The Department of Conservation (Department or DOC) will close the Canada goose season giving 48 hours notice when quotas established by federal regulations are reached, when harvest in any area is excessive due to extreme weather conditions or when a serious outbreak of infectious disease occurs, such as avian cholera or duck virus enteritis.

f) Closed Areas and Refuges

- 1) Ducks - Specific habitats, geographical areas, or political land units shall be closed to hunting of specified species of ducks in compliance with federal regulations.
- 2) Geese and Refuges
 - A) Additional geographical areas or political land units shall be closed to hunting of specified species of geese in compliance with federal regulations.
 - B) Portions of the following areas are designated as waterfowl refuges and the refuge boundaries are posted or identified

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on each area posting:

- i) Horseshoe Lake Conservation Area - Alexander County (in the refuge no motors will be allowed from October 15 through December 31 and trolling motors will only be used from January 1 to March 1)
- ii) Mazonia-Braidwood State Fish and Wildlife Area
- iii) Rend Lake and Rend Lake Wildlife Management Area
- iv) Snake Den Hollow Fish and Wildlife Area (all use other than waterfowl hunting is prohibited from October 1 through the close of goose season)
- v) Union County Conservation Area (all fishing and boat traffic is prohibited from October 15 through March 1)
- vi) Melvin Price Lock and Dam Pool 26 (the posted area immediately south of Melvin Price Lock and Dam 26 on the Mississippi River, and including that portion of Maple Island, that is presently owned by the State of Illinois has been designated a waterfowl refuge. Discharge of firearms, hunting and off road vehicles are prohibited at all times. All boating is prohibited on waters of the refuge where posted from October 15 through April 15)
- g) Migratory Waterfowl Hunting Area Permits (Commercial and Non-Commercial)
 - 1) The holder of a permit shall forward within 30 days after the close of the season or at an earlier time as requested by the Department, a report upon forms furnished by the Department providing information on the hunting season.
 - 2) Subsection (g) shall be in accordance with Section 3.7 of the Wildlife Code.
- h) Teal Hunting Regulations are located in 17 Ill. Adm. Code 740.
 - i) When public duck blinds on State managed sites are flooded to the point that they are no longer usable, but the water level is not too high or rough to be a threat to public safety, the Department, by public announcement and posting, may permit waterfowl hunting anywhere on the area except in designated refuge areas. Any permits issued for the blinds are no longer valid and no fee to hunt the area will be charged.
- j) Waterfowl Hunting Zones:
 - 1) Northern Zone - That portion of the State north of a line running east from the Iowa border along Illinois Route 92 to U.S. Interstate 280, east along U.S. Interstate 280 to U.S. Interstate 80, then east along U.S. Interstate 80 to the Indiana border.
 - 2) Central Zone - That portion of the State south of the northern zone boundary to the Modoc Ferry Landing on the Mississippi River and east along the Modoc Ferry Road to Randolph County Highway 12 to Illinois Route 3, then north to Illinois Route 159, then north to Illinois Route 161, then east to Illinois Route 4, then north to U.S. Interstate 70, then east along U.S. Interstate 70 to the Indiana border.

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- 3) Southern Zone - From the southern boundary of the Central Zone south to the remainder of the State.
- 4) Tri-county Goose Zone - Knox County and the following townships: Fulton County - Buckheart, Canton; Cass - Deerfield, Fairview, Farmington, Joshua, Orion, Putnam, and that portion of Banner Township bounded on the north by Illinois Route 9 and on the east by U.S. Route 24.
- 5) Rend Lake Canada Goose Quota Zone - all lands and waters in Franklin and Jefferson Counties.
- 6) Northeastern Illinois Canada Goose Zone - All lands and waters in the counties of Cook, Dupage, Grundy, Kankakee, Kane, Kendall, Lake, McHenry and Will.
- 7) Southern Illinois Quota Zone (Alexander, Union, Williamson, and Jackson Counties).

k) No person during the open season shall take or attempt to take wild geese in the Rend Lake Canada Goose Quota Zone except between legal opening and the hour of 3:00 p.m.

h) ~~The hunting season for Canada Geese in the Southern Illinois Quota Zone and the Rend Lake Quota Zone shall be lengthened by extending the season from 3:00 p.m. until sunset on the last 5 days of the regular scheduled season, unless the season has been closed earlier pursuant to subsection (e).~~

(Source: Amended at 16 Ill. Reg. 570, effective December 31, 1991.)

Section 590.20 Permit Controlled Department Sites Only - Duck, Goose and Coot Hunting

a) Sites covered in this Section, which allow hunting by permit only, are:

- Horseshoe Lake Conservation Area (Alexander County)
- Rice Lake Conservation Area
- Snake Den Hollow State Fish and Wildlife Area
- Union County Conservation Area

b) Permit Requirements

- 1) Permit reservations shall be accepted starting in September. Initial acceptance dates will be publicly announced.
- 2) Only one permit per person shall be issued until the daily quota is filled. The daily quota is determined by the formula: one hunter per 10 to 40 huntable acres. Huntable acres are determined by, but not limited to, the biological studies on the number of the species available; the condition, topography, and configuration of the land at the site; the condition of the roads at the site; the number of employees available to work at the site; and the number of blinds which can be established on a site as set forth in Section 3.8 of the Wildlife Code.
- 3) The permit shall be for the use of the entire blind and it shall be the responsibility of the permit holder to bring one hunting

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partner for Horseshoe Lake (Alexander County), Snake Den Hollow State Fish and Wildlife Area and Union County (two hunters per blind), except for the Youth Goose Hunt, or two hunting partners for Rice Lake (three hunters per blind). Unfilled blinds shall be filled by a drawing at the sites.

- 4)
 - A) All duplicate permit reservations shall be rejected and the hunter shall forfeit his rights to a permit. Permits are not transferable.
 - B) Permits cannot be transferred on the hunting area. For other information write to:
Illinois Department of Conservation
Permit Office - Waterfowl
524 S. Second Street, Room 210
P.O. Box 19457
Springfield, IL 62794-9457
- 5) Permits for waterfowl hunting will be issued from the Springfield Permit Office for Horseshoe Lake (Alexander County), Snake Den Hollow State Fish and Wildlife Area, Union County and Rice Lake.
- c) General waterfowl hunting regulations for Horseshoe Lake (Alexander County), Snake Den Hollow State Fish and Wildlife Area, Union County and Rice Lake areas

- 1) Subsection (c) of this Section shall be in accordance with Federal Regulations (50 CFR 20, effective September 29, 1987) unless the regulations in this Section are more restrictive.
- 2) Season dates, bag limits and methods of taking geese are set by the U. S. Fish and Wildlife Service, Department of the Interior, unless State regulations are more restrictive.
- 3) Hours, Permits and Stamp Charges

A) Hunting hours are from legal opening time until 12:00 Noon at Rice Lake and Snake Den Hollow State Fish and Wildlife Area. Hunting hours at Horseshoe Lake (Alexander County) and Union County are from sunrise until 12:00 Noon.

B) Hunters with permit reservations are required to check in at the check station between 4:30 a.m. and 5:00 a.m. Permits are void after 5:00 a.m. A drawing shall be held to allocate blind sites. At Horseshoe Lake (Alexander County) and Union County, hunters with permit reservations from Springfield, who have drawn poorer blinds (as determined by the area operator), shall have priority to be reassigned to the better blinds as they become available.

C) A \$15.00 Daily Usage Stamp must be purchased at Horseshoe Lake (Alexander County), Snake Den Hollow State Fish and Wildlife Area and Union County. A \$6.00 Daily Usage Stamp must be purchased at Rice Lake.

- 4) When daily quotas are not filled, permits shall be issued to standby hunters by a drawing held at the check station.
- 5) Hunters are required to deposit their hunting license and Federal and State Migratory Waterfowl Stamp in the check station while

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hunting. Persons exempt by law from having a hunting license and an Illinois stamp must deposit their Firearm Owner's Identification Card. Persons under 21 who do not have a card must be accompanied by an adult who has a valid card in his possession.

6) Hunting shall be done from assigned blinds only and hunters shall not move from blind to blind or leave the blind and return.

7) Baiting with corn, grains or other feed is not allowed.

8) Guns must be unloaded and encased at all times when not hunting.

9) Disturbing or molesting waterfowl, fishing, or trespassing within the posted area of any hunting ground is prohibited.

d) Special Canada geese hunting regulations for Horseshoe Lake (Alexander County) and Union County.

1) The legal hunting season is the dates of the Quota Zone goose hunting season except that the areas shall be closed on--Monday and on December 24, 25, 26 and 27. (These sites shall be open only for the Illinois Youth Goose Hunt on December 27, pursuant to Section 590.25).

2) Hunters may not possess more than 5 shells for each Canada Goose or subspecies allowed in the daily bag.

3) Hunters cannot leave their blinds and shoot crippled geese. Hunters can leave the blind and retrieve their crippled geese but they must leave their guns in the blinds.

4) Hunters must be at least 16 years of age (except for the Illinois Youth Goose Hunt) to draw for a pit or blind on the Union County or Horseshoe Lake (Alexander County) areas. Each person under 16 years of age must be accompanied by a supervising adult.

5) Hunters shall use only decoys provided by the Department. The use or possession of any other decoys is illegal.

e) Special duck regulations for Rice Lake.

1) The legal hunting season is the dates of the central zone duck hunting season.

2) All hunting parties (each blind) are required to use a minimum of 12 duck decoys.

3) Hunters can bring a private boat or can rent a boat at the area. The maximum motor size limit for private boats is unrestricted and for rental boats is 10 h.p. while hunting. Boats shall be provided with blinds on Big Lake and no motors shall be allowed.

4) Hunters must be at least 16 years of age to draw for a blind at the Rice Lake area.

5) Rice Lake will be closed to hunting when the lake is frozen over.

f) Special Canada goose hunting regulations for Snake Den Hollow.

1) The legal hunting season is the dates of the Tri-County goose hunting zone.

2) Hunters must not possess more than 5 shells for each Canada goose or subspecies allowed in the daily bag.

3) Hunters must not enter the refuge in pursuit of crippled geese.

4) Hunters must be at least 16 years of age to draw for a blind.

5) Closed December 24, 25 and 26.

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(Source: Amended at 16 Ill. Reg. 570, effective December 31, 1991.)

Section 590.60 Various Other Department Sites - Duck, Goose and Coot Hunting

a) Sites covered in this Section conform to Statewide Regulations (Section 590.10) and General Department Regulations (Section 590.30), except as noted in the remainder of this Section. These sites are:

Braidwood Lake
Cache River State Natural Area
Campbell Pond Wildlife Management Area
Carlyle Lake Project Lands and Waters
Clinton Lake State Recreation Area
Crab Orchard Refuge
Dog Island Wildlife Management Area
Donnelley State Wildlife Area
Fox Ridge State Park
Ft. de Chartres Historic Site
Heidecke State Fish and Wildlife Area and Powerton Lake
Horseshoe Lake Conservation Area (Alexander County) Public
Hunting Area (other than permit area)
Horseshoe Lake State Recreation Area (Madison County)
Kaskaskia River Fish and Wildlife Area
Kidd Lake State Natural Area (no permanent blinds allowed)
Kinkaid Lake Fish and Wildlife Area
Lake Shelbyville
Lake Shelbyville Fish and Wildlife Management Area
LaSalle Fish and Wildlife Area
Little Black Slough State Natural Area
Lower Cache River State Natural Area
Mermet Lake Conservation Area
Mississippi River Area Fish and Wildlife Area
Pike County Conservation Area
Powerton Lake (Regulations combined with Heidecke Lake)
Rend Lake Project Lands and Waters
Rice Lake Conservation Area
Saline County Conservation Area
Sanganois Conservation Area
Sanghris Lake State Park
Shawnee National Forest, Bluff Lake
Shawnee National Forest, LaRue Scatters
Shawnee National Forest, Oakwood Bottoms (West of the Big Muddy Levee)
Stephen A. Forbes State Park
Ten Mile Creek State Fish and Wildlife Area
Turkey Bluffs Fish and Wildlife Area (All hunters must sign in and out and report kill; no permanent blinds allowed)
Union County (firing line Waterfowl Management Area)

b) Site specific regulations

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1) Braidwood Lake

A) Definitions:

- i) Boat blind (water blind) - a portable form of boat which must be completely concealed (including final brushing) before entering the area.
- ii) Water blind site - a position within 50 yards of a numbered stake or buoy, or a position between two like-numbered buoys, where a blind may be located.
- iii) Daily draw - procedure by which blinds or blind sites are allocated daily.
- iv) Refuge - an inviolate area on which all hunters and the general public may not trespass.
- B) Waterfowl hunting shall be permitted on Department leased or managed lands and waters only at designated blind sites.
- C) Water blind sites shall be determined by the Department of Conservation and marked with a numbered stake or buoy.
- D) Blind sites shall be allocated on a daily draw basis conducted at the check stations 90 minutes before shooting time. Hunters shall register as parties for the drawing; each party drawn will be allowed to select blind site in order drawn; only those hunters registered in party shall be allowed to hunt with their party; no more than three hunters per party; persons under the age of 16 shall not be allowed to hunt unless accompanied by an adult.
- E) Blind sites not selected during the drawing shall be allocated on a first-come, first-served basis. Vacant blind sites shall be allocated 90 minutes after legal shooting time. No blind sites shall be allocated after 9:00 a.m.
- F) Hunters wishing to move to another blind site must report this move to the check station attendant, in person, before such a move, except that after 10:00 a.m. daily, hunters may move to a vacant blind site without notifying attendant, but such a move must be reported when checking out.
- G) Hunting shall be from boat blinds only.
- H) Access to blind sites shall be by boat only and from designated boat launch sites.
- I) No more than 3 persons shall use one blind. Portable boat blinds must have been completed, including final brushing, before entering the area, and be removed at the end of each hunting day.
- J) Daily shooting hours will be legal opening time to 12:00 Noon. Upon vacating blinds, all hunters must report to the check station within 1 hour. At this time, waterfowl bagged must be checked in and displayed to the station operator and hunting licenses returned.
- K) Each hunting party is required to hunt over a minimum of 12 decoys. Decoys must be picked up immediately after the hunt is over.
- L) No unauthorized pits or blinds shall be built on Department

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- M) leased or managed land or water.
- N) Braidwood Lake shall be closed to all fishing and boat traffic from 2 weeks prior to duck season through the day before duck season and be closed to all fishing during waterfowl seasons commencing with duck season.
- O) No hunting allowed on Monday and Tuesday.
- P) Layout boats approved in advance by the site superintendent shall be permitted. A layout boat is defined as a non-motorized, flat bottom, low profile boat in which the sides are continuous with the front deck and slope inward toward the opening rather than the usual outward slope. Such layout boats must be attended at all times by a nonhunting tender boat that is at least 16 feet with a 60 inch beam. Layout boats are restricted to open water blind sites. Tender boats must anchor as close as possible to the designated tender boat location.
- Q) No guns may be carried from water blinds to retrieve waterfowl that fall on land.
- R) Hunting is closed on Christmas Day.
- S) All water areas not posted with blind site numbers shall be refuge and are closed to all boat traffic except by authorized personnel.
- T) It is unlawful to shoot across any dike.
- U) Waterfowl hunting closes at the end of duck or goose season, whichever is later. No goose hunting during the September goose season is permitted.
- V) In the event of adverse water and/or weather conditions, such as flooding, high winds, or heavy fog, hunting shall be prohibited.
- 2) Cache River State Natural Area
 - A) No permanent blinds or pits may be constructed or dug at any time. All blinds must be of a portable nature or be established with natural vegetation and must be removed or dismantled at the end of the day's hunt. Cutting of live trees and shrubs on the area is prohibited.
 - B) Dedicated Nature Preserve areas are closed to hunting.
- 3) Campbell Pond Wildlife Management Area
 - A) All blinds must be of a portable nature and constructed with natural vegetation at the blind site and must be removed or dismantled at the end of the day's hunt.
- 4) Carlyle Lake Project Lands and Waters
 - A) Shooting hours for waterfowl are statewide opening hour until 1:00 p.m.
 - B) Waterfowl and coot hunting shall be permitted except in clearly posted refuge areas or developed recreation areas, or within 500 feet of construction sites or developed recreation areas.
 - C) No permanent blinds, goose pits, or other structural works may be constructed or dug on State managed lands at any

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time, except that the U.S. Army Corps of Engineers may build permanent blinds for disabled or handicapped hunters. All other blinds must be portable in nature or constructed of natural vegetation located at the blind site, and must be removed at the end of the day's hunt.

- D) It is unlawful to enter the subimpoundment area during the 3 days prior to the opening of waterfowl hunting season. No one may enter the subimpoundment area before 3:00 a.m. each day of the duck hunting season, and no one may remain in the area after 3:00 p.m. each day of the duck hunting season. The subimpoundment area is defined as that area bordered by the Kaskaskia River on the east and south and extending north and west to the Carlyle Lake project boundary, and includes impoundment areas 1, 2, 3, and 4.

- E) No one may enter or remain on the waters of Carlyle Lake from 12:00 a.m. (midnight) to 3:00 a.m. each day of the waterfowl hunting season. No waterfowl hunter may remain in the area after 3:00 p.m. each day of the waterfowl hunting season. The waters of Carlyle Lake include the lake and that portion of the Kaskaskia River, northfork, eastfork and Hurricane Creek that are within the boundaries of the Carlyle Lake property.

- F) It shall be unlawful to be in possession of firearms on the waters of Carlyle Lake after 3:00 p.m. each day during the waterfowl hunting season and 24 hours prior to the opening day of waterfowl hunting season.

- G) Only walk-in hunting shall be permitted in the subimpoundment areas. No flotation devices capable of floating a man are allowed except Coast Guard approved PFD's. When the water level in the subimpoundment area is too high (due to flooding) to allow walk-in hunting, Department of Conservation personnel shall post that the area is open to boats. Boats are allowed only at these times in the subimpoundment areas.

- H) Only waterfowl and coot hunting are allowed in the subimpoundment area during the duck hunting season. On the day following the close of duck season to the close of goose season, the following areas in the Carlyle subimpoundment shall be refuge. All of compartments 3 and 4 and that portion of compartment 2 that lies 200 yards south of levee B where the levee runs east and west, and 200 yards west where the levee turns and runs north and south.

- I) Each hunting party is required to hunt over a minimum of 12 decoys. Decoys shall not be left out unattended or after 3:00 p.m. each day of the waterfowl season.

- J) A minimum of 200 yards shall be maintained between waterfowl hunting parties. (A hunting party shall be defined as an individual, or group of hunters occupying a single boat, blind, or hunting site).

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- K) No person shall tamper or attempt to manipulate any of the gates, pumps, or structures in the subimpoundment area.

- L) No motor driven vehicles are allowed in the subimpoundment area except those operated by Department of Conservation or Corps of Engineers personnel.

- M) The waters of Carlyle Lake lying south of a line from the south side of the mouth of Coles Creek on the east side of Carlyle Lake to the south side of the mouth of Allen Branch on the west side of Carlyle Lake is designated waterfowl refuge and is closed to waterfowl hunting.

- N) East Side Management Area from Cox Bridge to the north and east boundary of the State managed land is open to hunting of other species (that are in season) during the waterfowl hunting season. Subimpoundment area waterfowl regulations apply in this area for waterfowl hunting. Statewide and site specific regulations apply for other species.

- O) All waterfowl hunters must register prior to hunting each day of the waterfowl hunting season at the nearest registration box located at the access parking lot. All hunters must sign out and record their harvest at the end of each day's hunt.

5) Clinton Lake

- A) Hunters must obtain free permit from site office prior to hunting; hunters must return the permit and report harvest by February 15 of following year or hunting privileges for following season shall be forfeited.

- B) Hunting is allowed only from anchored portable boat blinds except no waterfowl hunting is permitted in the area extending from a line between the west side boat ramp and the southern-most point of the central peninsula to the Davenport Bridge, and within 200 yards of developed recreation areas, construction and industrial sites, or within 300 yards of electrical power lines.

- C) Hunting parties must maintain a minimum distance of 200 yards apart.

- D) No more than 3 persons shall occupy or use a portable boat blind.

- E) Portable boat blinds must have been completed, including final brushing, before entering the water and must be removed at the end of each hunting day.

- F) Each hunting party is required to hunt over a minimum of 12 decoys.

6) Dog Island Wildlife Management Area

- All blinds must be of a portable nature and constructed with natural vegetation at the blind site and must be removed or dismantled at the end of the day's hunt.

7) Donnelley State Wildlife Area

- A) Hunting is prohibited on Tuesdays and Wednesdays.

- B) Hunting hours are from sunrise to 12 Noon.

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- C) Goose hunting is prohibited after the close of the duck season.
- D) All hunting shall be from designated blinds only. Refilling or changing blinds is not permitted.
- E) All hunters must report to the check station to fill out an information card and turn in hunting licenses or Firearm Owner's Identification Cards before proceeding to blinds.
- F) \$5 daily usage stamp must be purchased to hunt this area.
- G) No outboard motors are allowed by public - only by authorized DOC personnel.
- H) No more than 3 persons shall occupy a blind at any one time.
- I) All parties are required to report to check station within 1 hour after termination of hunt or no later than 1 p.m.
- J) All parties must hunt over a minimum of 12 decoys and a maximum of 48 decoys which must be removed upon the termination of the hunt.
- K) The first weekend and the third Saturday of the waterfowl season shall be designated as youth hunt days. This will consist of youth or youths 15 and under plus one adult per blind. There shall be no charge for the youth on these days. Those blinds not allocated to youths shall be available to adults on those days.
- L) One blind shall be made available by priority claim to "disabled" persons (as defined in Section 2.33 of the Wildlife Code).
- 8) Fox Ridge State Park
- A) Hunting restricted to Embarras River and its flood waters.
- B) No permanent blinds of any kind or other structural works are permitted.
- C) No pits shall be dug, built or occupied.
- 9) Fort de Chartres Historic Site
- A) No check station.
- B) Hunting is allowed from anchored, portable boat blinds only on a first-come, first-served basis; no permanent blinds allowed.
- C) Portable boat blinds must have been completed, including final brushing, before entering the area and must be removed at the end of each hunting day.
- D) Hunting parties must maintain a minimum distance of 200 yards apart.
- E) Each hunting party is required to hunt over a minimum of 12 decoys which must be removed at the end of each hunting day.
- F) No hunting is allowed during firearm deer season.
- 10) Heidecke State Fish and Wildlife Area and Powerton Lake
- A) Definitions:
- i) Boat blind (water blind) - a portable form of boat which must be completely concealed (including final brushing) before entering the area. The boat blind and all blind materials must be removed at the end of

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- each hunting day.
- ii) Water blind site - a position within 10 yards of a numbered stake or buoy where a blind may be located.
 - iii) Daily draw - procedure by which blinds or blind sites are allocated daily.
 - iv) Refuge - an inviolate area on which all hunters and the general public may not trespass.
- B) Waterfowl hunting shall be permitted on Department leased or managed lands and waters only at designated blind sites.
- C) Water blind sites shall be determined by the Department of Conservation and marked with a numbered stake or buoy.
- D) Blind sites shall be allocated on a daily draw basis conducted at the check stations 90 minutes before shooting time at Heidecke State Fish and Wildlife Area and 60 minutes before shooting time at Powerton Lake. At Heidecke Lake hunters shall register as parties for the drawing; each party drawn shall be allowed to select blind site in order drawn; only those hunters registered in party shall be allowed to hunt with their party; no more than three hunters per party; persons under the age of 16 shall not be allowed to hunt unless accompanied by an adult.
- E) Blind sites not selected during the drawing shall be allocated on a first-come, first-served basis. Vacant blind sites shall not be allocated after the drawing until one hour after legal shooting time. No blind sites shall be allocated after the drawing until one hour after legal shooting time. No blind sites shall be allocated after 10:00 a.m.
- F) Hunters wishing to move to another blind site must report this move to the check station attendant, in person, before such a move.
- G) Hunting must be from boat blinds only.
- H) Access to water blind sites must be by boat only and from designated boat launch sites.
- I) All water hunting must be from portable blind, within 10 yards of the assigned numbered stake or buoy. No more than 3 persons shall use one blind. Portable boat blinds must have been completed, including final brushing, before entering the area, and be removed at the end of each hunting day.
- J) Daily shooting hours shall be legal opening time to 12:00 Noon. Upon vacating blinds, all hunters must report to the check station within 1 hour. At this time, waterfowl bagged must be checked in and displayed to the station operator and hunting licenses returned.
- K) Each hunting party is required to hunt over a minimum of 12 decoys. Decoys must be picked up immediately after the hunt is over.
- L) No unauthorized pits or blinds shall be built on Department

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- leased or managed land or water.
- M) Heidecke Lake shall be closed to all fishing and boat traffic except for legal waterfowl hunters from 2 weeks prior to duck season until the close of the waterfowl season. Powerton Lake shall be closed to boat traffic from October 1 to February 15, except for legal waterfowl hunters; and closed to all unauthorized entry during the waterfowl season.
- N) No hunting on Monday and Tuesday at Heidecke Lake. No hunting at Powerton Lake on Monday through Thursday except hunting permitted on State holidays.
- O) It is unlawful to hunt waterfowl on the water area in any watercraft less than 16 feet long and 60 inches in beam; however, layout boats approved in advance by the site superintendent will be permitted. A layout boat is defined as a nonmotorized, flat bottom, low profile boat in which the sides are continuous with the front deck and slope inward toward the opening rather than the usual outward slope. Such layout boats must be attended at all times by a nonhunting tender boat that is at least 16 feet with a 60 inch beam. Layout boats are restricted to open water blind sites. Tender boats must anchor as close as possible to the center dike.
- P) No guns may be carried from water blinds to retrieve waterfowl that fall on land.
- Q) Hunting is closed on Christmas Day.
- R) All water areas not posted with blind site numbers shall be refuge and are closed to all boat traffic except by authorized personnel.
- S) It is unlawful to shoot across any dike at Heidecke Lake.
- T) Waterfowl hunting shall close with the conclusion of the duck season at Powerton Lake. At Heidecke Lake waterfowl hunting closes at the end of duck or goose season, whichever is later. No goose hunting is allowed prior to duck season.
- U) In the event of adverse water and/or weather conditions, such as flooding, high winds, or heavy fog, hunting shall be prohibited.
- 11) Horseshoe Lake (Alexander County) Public Hunting Area (other than permit area)
The refuge area shall be defined as all State owned land and those areas adjacent within the tract of land hereinafter described: Beginning at the intersection of State Highway No. 3 and the Olive Branch-Miller City Road, thence in southerly direction to the intersection of the Olive Branch-Miller City Road and the Promised Land Road, thence easterly to the intersection of the Promised Land Road and Old Highway No. 3, thence northwesterly to intersection of Old Highway No. 3 and State Highway No. 3 and thence northwesterly along State Highway No. 3 to point of beginning at Olive Branch.

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- 12) Horseshoe Lake State Recreation Area (Madison County)
A) A pothole cleared of all weeds and brush for a 40 yard radius is required around all blind sites.
B) Blinds must be completed, including final brushing, 4 weeks in advance of the opening date of waterfowl season, after which time the Department of Conservation shall inspect all blinds and blind sites and issue blind registration cards to those which pass inspection.
C) Sites on which blinds have not been built, as well as sites on which blinds of an unsatisfactory quality have been built, and have failed the inspection pursuant to Section 590.30(e), shall be given one week to correct deficiencies. Blinds failing the second inspection shall be reassigned to alternates selected at a drawing or by a first-come allocation held on a day publicly announced by the Department. All reassigned blinds must be completed, including final brushing, in advance of the opening date of the waterfowl season.
- 13) Kaskaskia River Fish and Wildlife Area
A) Shooting hours are statewide opening hour until 1:00 p.m. during the waterfowl hunting season. No waterfowl hunters may remain in the area after 3:00 p.m. For those lands lying south of Illinois Route 154 and north of Illinois Route 13, the legal shooting hours shall be from statewide opening hour until statewide closing hour. Goose hunting hours end at 1:00 p.m.
B) All waterfowl hunting parties must use at least 12 decoys and hunt at least 200 yards from the next hunting party.
C) No permanent blinds allowed on the area. No one has any prior claim or right to any blind site. First-come, first-served rule prevails. Blinds shall be of a portable nature or constructed with natural vegetation located at the blind site and must be removed or dismantled at the end of each day's hunt.
D) It is unlawful to leave duck and goose decoys unattended. Decoys must be picked up at the end of each day's hunt.
E) No one under 16 years of age shall hunt or attempt to hunt on the area unless accompanied by an adult due to safety factors.
F) The following regulations apply to the Doza Creek Waterfowl Management Area:
i) This area shall be closed to all public use 3 days prior to waterfowl hunting season. No waterfowl hunters may enter the area before 3:00 a.m. each day of the waterfowl hunting season. No waterfowl hunters may remain in the area after 3:00 p.m.
ii) Waterfowl, coot and archery deer hunting only allowed in this area during the duck hunting season.
- 14) Lake Shelbyville West Okaw and Kaskaskia Fish and Wildlife Area

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- A) Waterfowl hunting shall be permitted as described below except in duly posted restricted and "No Hunting" areas.
- B) Waterfowl hunting in the Fish Hook, the North Dunn, the McGee, and the Jonathan Creek Waterfowl Areas shall be allotted by a daily drawing from opening day through the first Saturday and Sunday of the regular waterfowl season. Parties must register for drawings between 4:00 a.m. and 5:00 a.m. Central Daylight Time (3:00 a.m. and 4:00 a.m. Central Standard Time) on those days. Each party drawn shall be allowed to choose one of the staked sites in the waterfowl area. Parties must select sites in the order they are drawn. Maximum party size is 4 persons. In addition, the following regulations shall apply:
- All parties must hunt within 10 yards of their assigned stake.
 - All parties must be in place by one-half hour before shooting time.
 - All parties are required to report their harvest by 2:00 p.m. following each hunt.
- C) Hunting in the Jonathan Creek, North Dunn and McGee Waterfowl Areas shall be restricted to designated, staked sites on a first-come, first-served basis except as noted in subsections (A) and (B) above. A hunting party must hunt within 10 yards of the stake.
- D) Daily shooting hours shall be from legal opening to 1:00 p.m.
- E) Waterfowl hunters must maintain a distance of 200 yards between parties except as described in subsection (B) above. (A hunting party shall be defined as an individual or group of hunters occupying a single boat, blind, or hunting site).
- F) Each hunting party in the Fish Hook, Dunn, Jonathan Creek and McGee Waterfowl Areas are required to hunt over a minimum of 12 decoys.
- G) The building of permanent blinds of any kind or other structural works is prohibited. All blinds must be of a portable nature or constructed with natural vegetation located at the blind site and must be removed or dismantled at the end of the day's hunt.
- H) No goose pits shall be built or dug.
- I) Motors of over 10 horsepower shall not be operated in the Fish Hook, Jonathan Creek, Dunn, and McGee Waterfowl Areas.
- J) Waterfowl hunting only is permitted in the Fish Hook, Dunn, Jonathan Creek and McGee Waterfowl Areas during the regular waterfowl season, except that pheasant, rabbit and quail hunting is permitted after 1:00 p.m. daily beginning the day after the close of the Central Zone Duck Season.
- K) During the regular waterfowl season, no bank or boat fishing shall be permitted on the Kaskaskia River from the Strickland Boat Access north to the Illinois Central

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- Railroad bridge from one-half hour before sunrise until 1:00 p.m.
- 15) Mermet
- Waterfowl hunting shall be permitted only during the duck hunting season.
 - Hunting is allowed in both the walk-in and blind areas only. Those individuals wishing to hunt in the walk-in area are required to deposit their hunting licenses and register at the check station prior to entering the area. Individuals who wish to use the blind area are required to deposit their hunting licenses and participate in a daily drawing during which blinds shall be assigned. Hunting parties shall not change blinds without prior approval from the check station operator. Those persons exempted by law from having hunting licenses must deposit their Firearm Owner's Identification Cards.
 - The daily drawing shall be held one hour prior to legal shooting time.
 - All members of the hunting party shall register as a group (not to exceed 4 people per group) for the purpose of the drawing.
 - Those hunters in the blind area shall park in designated areas. These parking areas shall be numbered to correspond with particular blind sites located along the levee road.
 - In the blind area, a minimum of 12 decoys per blind is required while hunting waterfowl.
 - Deer, squirrel and woodcock may not be taken in the waterfowl areas after the opening of the waterfowl season.
 - Daily hunting hours shall be the legal opening until 12:00 Noon local time.
 - All boats are prohibited from entering the duly posted waterfowl refuge (Main Lake) from October 1 until the close of the waterfowl season.
- 16) Mississippi River Area Fish and Wildlife Area
- A pothole cleared of all weeds and brush for a 40 yard radius is required around all blind sites.
 - Blinds must be completed, including final brushing, 4 weeks in advance of the opening date of waterfowl season, after which time the Department of Conservation shall inspect all blinds and blind sites and issue blind registration cards to those which pass inspection.
 - Sites on which blinds have not been built, as well as sites on which blinds of an unsatisfactory quality have been built, and have failed the inspection pursuant to Section 590.60(e), shall be given one week to correct deficiencies. Blinds failing the second inspection shall be reassigned to alternates selected at a drawing on a day publicly announced by the Department. All reassigned blinds must be completed, including final brushing, in advance of the opening date of

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the waterfowl season.

- 17) Pike County Conservation Area
Statewide season regulations apply except that the season closes November 30 or the legal statewide closing, whichever is earlier, in Area A.
- 18) Rend Lake Project Lands and Waters
 - A) All blinds must be of a portable nature or constructed with natural vegetation located at the blind site and must be removed or dismantled at the end of the day's hunt.
 - B) No goose pits or permanent blinds shall be dug or built on Project lands.
 - C) All waterfowl hunters and all boats must be out of the Wildlife Management Areas by 2:00 p.m. each day of the waterfowl season and not return until 4:30 a.m.
 - D) No hunting permitted from the subimpoundment dams.
 - E) No waterfowl hunting permitted within 200 yards of the refuge boundary, or within 100 yards of any private property boundary.
 - F) The distance between waterfowl hunting parties shall be no less than 200 yards. (A hunting party shall be defined as an individual or group of hunters occupying a single boat, blind, or hunting site.)
 - G) All boat traffic is prohibited from entering the duly posted waterfowl refuge and the subimpoundments from 2 weeks before waterfowl season until March 1 except that boats used by waterfowl hunters are permitted in the subimpoundments from 4:30 a.m. until 2 p.m. during the waterfowl season.
 - H) All waterfowl hunters must sign in prior to hunting and sign out and report their harvest at the end of each day's hunt.
 - I) Permanent blinds at the Whistling Wings Access Area shall be allocated by a daily drawing at 5:30 a.m.
 - J) Each hunting party is required to hunt over a minimum of 12 decoys at each blind site, and all decoys must be picked up at the end of each day's hunt.
 - K) Daily shooting hours for waterfowl shall be from legal opening time to 1:00 p.m.
 - L) The land portion of the Rend Lake Refuge is closed to trespassing at all times. The location of the Rend Lake Refuge is described as follows:
 - i) Bounded on the south by a buoy line, approximating the Jefferson-Franklin County Line.
 - ii) Bounded on the east by a buoy line and/or signs approximating the channel of the Casey Fork Creek.
 - iii) Bounded on the west by a buoy line and/or signs approximating the channel of the Big Muddy River.
 - iv) Bounded on the north portion of the Big Muddy River by a buoy line and/or signs approximating a line which would extend west from Ina, Illinois.
 - v) Bounded on the north portion of the Casey Fork Creek

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by the Casey Fork Subimpoundment Dam.

- vi) Bounded on Nason Point by refuge boundary signs at project limits.
- 19) Rice Lake (Walk-in and Copperas Creek Management Units)
 - A) Hunting shall be alternated between units every other day beginning with opening day at the walk-in unit, and shall be limited to 20 hunters per day.
 - B) Hunters shall be determined by a daily drawing at the designated check station.
 - C) Shooting hours shall be from legal opening time until 12:00 Noon. Statewide bag and possession limits apply on this area.
- 20) Saline County Conservation Area
 - A) Waterfowl hunting is allowed north of the township road only.
 - B) Walk-in hunting only.
- 21) Sanganois
 - A) Hunters using the walk-in area shall use the check station at the headquarters area located 8 miles northwest of Chandlerville just off Route 78 or the check station on the west side of the Illinois River one mile north of Browning near Route 100.
 - B) Walk-in waterfowl hunting shall be permitted only in the area posted for this purpose.
 - C) All hunters using this area must report to the check station to fill out information cards and to turn in hunting licenses or Firearm Owner's Identification Cards before proceeding to area.
 - D) Upon the completion of hunting, hunters must report to the check station within one hour.
 - E) Fishing is prohibited in the impoundment areas during the waterfowl season.
 - F) No person shall trespass on the Barkhausen Refuge during the period from October 1 through December 31.
 - G) No person shall trespass on the Marion-Pickertel Waterfowl Refuge during the period from October 1 through the last day of the waterfowl season, unless prior permission for a specific reason (such as access to private land or to retrieve dead or wounded game) is granted by the site superintendent.
 - H) Walk-in area legal opening until 12:00 noon during duck season. When the central zone goose season extends beyond the duck season, goose hunting shall be permitted with statewide shooting hours in effect. Hunters need not occupy a blind. All hunting must be conducted within non-refuge areas.
- 22) Sangchris Lake State Park
 - A) Hunting hours are legal opening until 12:00 Noon, except during the firearm deer season hunting hours shall cease at

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10 a.m. and waterfowl hunters must be off the lake by 11 a.m. No waterfowl hunting the 1st day of firearm deer season in November or the 1st day of firearm deer season in December.

- B) Blind sites shall be allocated by a daily drawing to be conducted two hours prior to shooting time. Blind sites not selected during the drawing (or in the event that personnel are not available to conduct the drawing) shall be allocated on a first-come, first-served basis. Vacant blind sites shall not be allocated until 9 a.m. Further, no blind sites shall be allocated after 10 a.m. (During that portion of the goose season which follows the duck season, the west arm blind sites only shall be available for goose hunting and shall be allocated on a first-come, first-served basis.)
- C) All hunting must be from registered blind sites only and hunters must occupy their blinds within one hour after registering at the check station.
- D) Upon vacating their blinds, hunters must place their completed harvest cards in the collection boxes located at either the east or west boatdock.
- E) There will be a duly posted waterfowl refuge. This area shall be closed to all boat traffic and boat fishing during the waterfowl season. Bank fishing along the dam shall be permitted.
- F) A waterfowl refuge will be located on State land between the east and west arms of the lake. Additional refuges are located on waters from the junction of the center arm and the east arm of the lake north to the refuge area, the area adjacent to the power plant is utilized as a fly ash pond and the south portion of the west arm shall be duly designated as inviolate areas.
- G) No more than 4 persons shall occupy a blind at one time.
- H) Waterfowl hunting shall be permitted on State leased lands and waters in the Sangchris Lake State Park area, except in duly posted refuge areas, developed recreation areas, a minimum of 300 yards from all high lines and 500 feet from construction or industrial sites. The center arm of the lake shall be closed to all waterfowl hunting.
- I) Blind sites shall be determined by the Department of Conservation and marked with a numbered stake. When it is deemed necessary, the Department of Conservation shall remove, move or close blind sites in order to carry out the operations of the overall management program.
- J) Hunters wishing to move to another blind location may do so after 10 a.m. providing they include the blind change on the harvest card and report their kill for each blind.
- K) Access to blind sites shall be by boat only and from designated boat launch sites, the West Hill Boat Launch and the East Harbor Boat Launch. A corridor located north of the

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Middle Peninsula along the southern edge of the existing refuge will be established to provide access to the west arm of the Lake from the East Harbor Boat Launch when the West Hill Boat Launch is closed. Such notice of corridor use shall be announced prior to the blind drawing for that day.

L) All hunting must be from 1 portable blind or 1 anchored portable blind located within a numbered cove and between the assigned numbered stakes. Portable blinds or boat blinds must have been completed, including final brushing, before entering the area, and removed at the end of each hunting day. Cutting of natural vegetation for any purpose is unlawful.

- M) Crippled waterfowl that fall on land, other than areas designated as refuge, shall be retrieved by foot. However, no gun may be carried while attempting to recover such birds.
- N) No pits or blinds shall be built on State leased or Commonwealth Edison land.
- O) Blind sites: A position between two like numbered stakes within a cove where a blind may be located.
- P) Corridor - Water travel lane, during waterfowl season only, for boating back and forth to blind sites.
- Q) Fishing shall be prohibited in the east and west arms of the lake during the period from 10 days prior to the duck season through the end of the duck season. Fishing shall be prohibited in the west arm of the lake during that portion of the goose season that follows the duck season.
- R) Each party must hunt over a minimum of 12 decoys, and all decoys must be removed at the end of each day's hunt.
- S) When it is deemed necessary for public safety reasons, such as flooding, high winds, or heavy fog, the Department of Conservation will close the lake area to all fishing and all boating activity except for non-water hunting programs.
- 23) Shawnee National Forest, Bluff Lake
A) Goose hunting is prohibited.
B) Shooting hours: legal opening until noon.
C) No permanent blinds or other structures may be constructed on the site.
- 24) Shawnee National Forest, LaRue Scatters
A) All hunting must be by walking in or in boats without motors.
B) Shooting hours for all species in this area shall close at 12:00 Noon local time, except bow hunting for deer shall be permitted in accordance with statewide deer hunting hours (17 Ill. Adm. Code 670).
C) Permanent blinds shall not be constructed in this area and all equipment used in the taking of waterfowl must be removed at the end of each hunting day.
- 25) Shawnee National Forest, Oakwood Bottoms (Green Tree Reservoir

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west of the Big Muddy levee)

- A) All hunting must be by walking into the area.
 - B) Shooting hours for all species on this area shall close at 12:00 Noon local time, except bow hunting for deer shall be permitted in accordance with Statewide deer hunting hours (17 Ill. Adm. Code 670).
 - C) Permanent blinds shall not be constructed in this area and all equipment used in the taking of waterfowl must be removed at the end of each hunting day.
 - D) Each hunting party must hunt over a minimum of 12 decoys in Compartments 19, 20 and 21.
 - E) No person shall tamper with or attempt to manipulate any of the gates, pumps or structures in the sub-impoundment area.
- 26) Stephen A. Forbes
- A) Daily hunting hours are legal open to 1:00 p.m.
 - B) On the main lake hunting is allowed from a boat blind only and must be within 100 yards of a staked location.
 - C) Only walk-in hunting is allowed in the sub-impoundment. Hunting must occur within 100 yards of a staked location.
 - D) Hunting shall be allowed on a first-come, first-served basis. All hunters must use 12 decoys, minimum.
- 27) Ten Mile Creek Fish and Wildlife Area
- A) Permit required.
 - B) All blinds must be of portable nature or constructed with natural vegetation located at the blind site and must be removed or dismantled at the end of the day's hunt.
 - C) No goose pits or permanent blinds shall be dug or built on State lands.
 - D) The distance between waterfowl hunting parties or blind sites shall be no less than 200 yards.
 - E) Waterfowl hunters must obtain permit prior to hunting.
 - F) Each hunting party is required to hunt over a minimum of 12 decoys at each blind site, and all decoys must be picked up at the end of each day's hunt.
 - G) Areas designated as REFUGE are closed to all access during the Canada Goose Season only. REFUGE designation has been given to all land in Unit I, and the 260 acre tract at the Western edge of Unit II.
- 28) Union County (Firing Line Waterfowl Management Area)
- A) It shall be unlawful to take a gun beyond the posted boundary while retrieving crippled geese.
 - B) This area shall be closed at 12 noon during the goose season.
 - C) Hunters may not possess more than 5 shells for each Canada Goose or subspecies allowed in the daily bag.
 - D) Waterfowl hunting from staked sites only.

(Source: Amended at 16 Ill. Reg. 570, effective December 31, 1991)

DEPARTMENT OF PUBLIC HEALTH

NOTICE OF ADOPTED AMENDMENTS

1) Heading of the Part:

Intermediate Care for the Developmentally Disabled Facilities Code

2) Code Citation:

77 Ill. Adm. Code 350

3) Section Numbers:

350.120
350.330

Adopted Action:

Amendments
Amendments

4) Statutory Authority:

Nursing Home Care Act
Ill. Rev. Stat. 1989, ch. 111 1/2, par. 4151-101 et seq.

5) Effective Date of Rules:

January 1, 1992

6) Does this Rulemaking Contain an Automatic Repeal Date? Yes ___ No X

If "yes," please specify the date: _____

7) Does this Rulemaking Contain Any Incorporations By Reference?

Yes ___ No X

If "yes," please specify type: 6.02(a)___ or 6.02(b)___

If "6.02(b)," was a copy of the approval form issued by the Joint Committee attached to this rulemaking? Yes ___ No ___

8) Date Filed in Agency's Principal Office:

January 1, 1992

9) Date Notice(s) of Proposal was Published in Illinois Register:

March 22, 1991 - 15 Ill. Reg. 4280

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- 10) Has the Joint Committee on Administrative Rules issued a Statement of Objections to these Rules?
Yes No X

If "yes," please complete the following:

- A) Statement of Objection: Ill. Reg.
 B) Agency Response: Ill. Reg.
 C) Date Agency Response Submitted for Approval to the Joint Committee:

- 11) Difference Between Proposal and Final Version:

No changes were made during the first notice period.

The following changes were made in response to comments and suggestions of the Joint Committee on Administrative Rules:

1. Section 350.120(c) was modified to state: "APPLICATION for a license to establish or OPERATE an intermediate care FACILITY for persons with developmental disabilities SHALL BE MADE in writing and submitted, with other such information as the Department may require, ON FORMS provided by the Department. (Section 3-103(1) of the Act)"

2. Section 350.120(G) was modified to state in part: "The Department MAY ISSUE LICENSES OR RENEWALS..."

3. The phrase "FOR PURPOSES OF ASSESSING FINES UNDER SECTION 3-305 OF THE ACT," was included in the definition of "Repeat Violation" in Section 350.330.

4. Section 350.120 was modified to delete all references to "pre" in the word "pre-application."

In addition, various typographical, grammatical and form changes were made in response to the comments from the Administrative Code Division and the Joint Committee on Administrative Rules.

- 12) Have all the changes agreed upon by the Agency and the Joint Committee been made as indicated in the agreement letter issued by the Joint Committee?

The Department has made all the changes to which it agreed with the Joint Committee.

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- 13) Will the Rules Replace an Emergency Rule Currently in Effect?

Yes No X

- 14) Are there any other Amendments Pending on this Part? Yes No X

If Yes:

- 15) Summary and Purpose of Rules:

The rules in Part 350 govern the licensure of long-term care facilities that provide intermediate care for the developmentally disabled. The amendments address issues encountered by the Department in the enforcement of the rules.

Section 350.120(g) - The Department is amending the requirements for application for licensure to implement Section 3-110 of the Nursing Home Care Act, which states that "the Director may issue licenses or renewals for periods of not less than 6 months nor more than 18 months in order to distribute the expiration dates of such licenses throughout the calendar year, and fees for such licenses shall be prorated on the basis of the portion of the year for which they are issued." The amended language explains how licenses will be issued so as to distribute the expiration dates throughout the calendar year. The amendment also sets forth the fee schedule.

Section 350.330 - The Department is adding a definition of the term "repeat violation," which is used to refer to a violation for which an accepted plan of correction was not complied with.

Statutory citations have been updated to the 1989 Illinois Revised Statutes.

- 16) Information and Questions regarding this Adopted Rulemaking shall be directed to:

Ms. Gail De Vito, Division of Governmental Affairs, Illinois Department of Public Health,
535 West Jefferson, Fifth Floor, Springfield, Illinois 62761, 217/782-6187.

The full text of the Adopted Amendments begins on the next page:

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NOTICE OF ADOPTED AMENDMENTS

TITLE 77: PUBLIC HEALTH

CHAPTER I: DEPARTMENT OF PUBLIC HEALTH

SUBCHAPTER c: LONG-TERM CARE FACILITIES

PART 350

INTERMEDIATE CARE FOR THE DEVELOPMENTALLY DISABLED FACILITIES CODE

SUBPART A: GENERAL PROVISIONS

Section	
350.110	General Requirements
350.120	Application for License
350.130	Licensee
350.140	Issuance of an Initial License for a New Facility
350.150	Issuance of an Initial License Due to a Change of Ownership
350.160	Issuance of a Renewal License
350.165	Criteria for Adverse Licensure Actions
350.170	Denial of Initial License
350.175	Denial of Renewal of License
350.180	Revocation of License
350.190	Experimental Program Conflicting With Requirements
350.200	Inspections, Surveys, Evaluations and Consultation
350.210	Filing an Annual Attested Financial Statement
350.220	Information to Be Made Available to the Public By the Department
350.230	Information to Be Made Available to the Public By the Licensee
350.240	Municipal Licensing
350.250	Ownership Disclosure
350.260	Issuance of Conditional Licenses
350.270	Monitor and Receivership
350.272	Determination to Issue a Notice of Violation or Administrative Warning
350.274	Determination of the Level of a Violation
350.276	Notice of Violation
350.277	Administrative Warning
350.278	Plans of Correction
350.280	Reports of Correction
350.282	Conditions for Assessment of Penalties
350.284	Calculation of Penalties
350.286	Determination to Assess Penalties
350.288	Reduction or Waiver of Penalties
350.290	Quarterly List of Violators
350.300	Alcoholism Treatment Programs In Long-Term Care Facilities
350.310	Department May Survey Facilities Formerly Licensed
350.320	Waivers

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350.330 Definitions

350.340 Incorporated and Referenced Materials

SUBPART B: ADMINISTRATION

350.510 Administrator

SUBPART C: POLICIES

350.610 Management Policies

350.620 Resident Care Policies

350.630 Admission and Discharge Policies

350.640 Contract Between Resident and Facility

350.650 Residents' Advisory Council

350.660 General Policies

350.670 Personnel Policies

350.675 Initial Health Evaluation for Employees

350.680 Developmental Disabilities Aides

350.685 Student Interns

350.690 Disaster Preparedness

350.700 Serious Incidents and Accidents

SUBPART D: PERSONNEL

350.810 Personnel

350.820 Consultation Services

350.830 Personnel Policies

SUBPART E: RESIDENT LIVING SERVICES

350.1010 Service Programs

350.1020 Psychological Services

350.1030 Social Services

350.1040 Speech Pathology and Audiology Services

350.1050 Recreational and Activities Services

350.1060 Training and Habilitation Services

350.1070 Training and Habilitation Staff

SUBPART F: HEALTH SERVICES

350.1210 Health Services

350.1220 Physician Services

350.1225 Tuberculin Skin Test Procedures

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350.1230 Nursing Services
350.1240 Dental Services
350.1250 Physical and Occupational Therapy Services

SUBPART G: MEDICATIONS

350.1410 Medication Policies and Procedures
350.1420 Conformance with Physician's Orders
350.1430 Administration of Medication
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350.1610 Resident Record Requirements
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SUBPART J: MAINTENANCE, HOUSEKEEPING AND LAUNDRY

350.2010 Maintenance
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SUBPART K: FURNISHINGS, EQUIPMENT, AND SUPPLIES
350.2210 Furnishings
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SUBPART L: WATER SUPPLY AND SEWAGE DISPOSAL

350.2410 Codes
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SUBPART M: CONSTRUCTION STANDARDS FOR NEW INTERMEDIATE CARE FACILITIES FOR THE DEVELOPMENTALLY DISABLED

350.2610 Applicability of Standards
350.2620 Codes and Standards
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350.2640 Site
350.2650 Administration and Public Areas
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350.2690 Service Departments
350.2700 General Building Requirements
350.2710 Structural
350.2720 Mechanical Systems
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SUBPART N: CONSTRUCTION STANDARDS FOR EXISTING INTERMEDIATE CARE FACILITIES FOR THE DEVELOPMENTALLY DISABLED

350.2910 Applicability
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350.2930 Preparation of Drawings and Specifications
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350.3010 Structural
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SUBPART O: RESIDENT'S RIGHTS

350.3210 General
 350.3220 Medical and Personal Care Program
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 350.3250 Communication and Visitation
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 350.3280 Contract With Facility
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SUBPART P: SPECIAL STANDARDS FOR INTERMEDIATE CARE FACILITIES
FOR THE DEVELOPMENTALLY DISABLED OF 16 BEDS OR LESS

350.3710 Applicability of Other Provisions of this Part
 350.3720 Administration
 350.3730 Admission and Discharge Policies
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 350.3800 Bedrooms
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350.3900 Special Care Room
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 350.4010 Construction Types
 350.4020 Equivalencies
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SUBPART Q: DAY CARE PROGRAMS

350.4210 Day Care in Long-Term Care Facilities

350.APPENDIX A Classification of Distinct Part of a Facility for Different Levels of Service
 350.APPENDIX B Federal Requirements Regarding Residents' Rights
 350.APPENDIX C Seismic Zone Map
 350.APPENDIX D Forms for Day Care in Long-Term Care Facilities
 350.TABLE A Sound Transmission Limitations in New Intermediate Care Facilities for the Developmentally Disabled
 350.TABLE B Pressure Relationships and Ventilation Rate of Certain Areas for the New Intermediate Care Facilities for the Developmentally Disabled
 350.TABLE C Construction Types and Sprinkler Requirements for Existing Intermediate Care Facilities for the Developmentally Disabled
 350.TABLE D Food Service Sanitation Rules and Regulations, 77 Ill. Adm. Code 750, 1983 Applicable for New Intermediate Care Facilities for the Developmentally Disabled at Sixteen (16) Beds or Less
 350.TABLE E Construction Types and Sprinkler Requirements for New Intermediate Care Facilities for the Developmentally Disabled of Sixteen (16) Beds or Less
 350.TABLE F Disaster Preparedness Parameters-Relative Humidity and Temperature.

AUTHORITY: Implementing and authorized by the Nursing Home Care Act (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 4151-101 et seq.).

SOURCE: Emergency rules adopted at 4 Ill. Reg. 10, p. 495, effective March 1, 1980, for a maximum of 150 days; amended at 4 Ill. Reg. 30, p. 1, effective July 28, 1980; amended at 5 Ill. Reg. 1657, effective February 4, 1981; amended at 6 Ill. Reg. 5981, effective May 3, 1982; amended at 6 Ill. Reg. 6453, effective May 14, 1982; amended at 6 Ill. Reg. 8198, effective June 29, 1982; amended at 6

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III. Reg. 14544, effective November 8, 1982; amended at 6 III. Reg. 14675, effective November 15, 1982; amended at 6 III. Reg. 15556, effective December 15, 1982; amended at 7 III. Reg. 278, effective December 22, 1982; amended at 7 III. Reg. 1919 and 1945, effective January 28, 1983; amended at 7 III. Reg. 7963, effective July 1, 1983; amended at 7 III. Reg. 15817, effective November 15, 1983; amended at 7 III. Reg. 16984, effective December 14, 1983; amended at 8 III. Reg. 15574 and 15578 and 15581, effective August 15, 1984; amended at 8 III. Reg. 15935, effective August 17, 1984; amended at 8 III. Reg. 16980, effective September 5, 1984; codified at 8 III. Reg. 19806; amended at 8 III. Reg. 24214, effective November 29, 1984; amended at 8 III. Reg. 24680, effective December 7, 1984; amended at 9 III. Reg. 142, effective December 26, 1984; amended at 9 III. Reg. 331, effective December 28, 1984; amended at 9 III. Reg. 2964, effective February 25, 1985; amended at 9 III. Reg. 10876, effective July 1, 1985; amended at 11 III. Reg. 14795, effective October 1, 1987; amended at 11 III. Reg. 16830, effective October 1, 1987; amended at 12 III. Reg. 979, effective December 24, 1987; amended at 12 III. Reg. 16838, effective October 1, 1988; emergency amendment at 12 III. Reg. 18705, effective October 24, 1988, for a maximum of 150 days; emergency expired March 23, 1989; amended at 13 III. Reg. 6040, effective April 17, 1989; amended at 13 III. Reg. 19451, effective December 1, 1989; amended at 14 III. Reg. 14876, effective October 1, 1990; amended at 15 III. Reg. 466, effective January 1, 1991; amended at 16 III. Reg. 594, effective January 1, 1992.

NOTE: Italics and capitalization denote statutory language.

Section 350.120 Application for License

- a) Any person acting individually or jointly with other persons who proposes to build, own, establish, or operate an intermediate care facility, or skilled nursing facility shall submit pre-application information on forms provided by the Department. The Department shall be furnished a written description of the proposed program to be provided, and other such information as it may require in order to determine the appropriate level of care for which the facility should be licensed. The pre-application form and other required information shall be submitted and approved prior to surveys of the physical plant or review of building plans and specifications.
- b) An pre-application for a new facility shall be accompanied by a permit as required by the Illinois Health Facilities Planning Act (III. Rev. Stat. 1989⁷, ch. 111 1/2, par. 1151 et seq.).
- c) APPLICATION for a license to establish or FOR A LICENSE TO ESTABLISH OR OPERATE AN INTERMEDIATE CARE FACILITY for persons with developmental disabilities OR SKILLED NURSING FACILITY SHALL BE MADE IN WRITING AND SUBMITTED, WITH OTHER SUCH INFORMATION AS THE DEPARTMENT MAY REQUIRE in writing and submitted, with other such information as the Department may require, ON FORMS provided by the Department PROVIDED BY THE DEPARTMENT. (Section 3-103(1) of the Act)
- d) ALL APPLICATIONS, EXCEPT THOSE OF HOMES FOR THE AGED, SHALL BE

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ACCOMPANIED BY AN APPLICATION FEE OF 200 DOLLARS. THE APPLICATION SHALL BE UNDER OATH AND THE SUBMISSION OF FALSE OR MISLEADING INFORMATION SHALL BE A CLASS A MISDEMEANOR. THE APPLICATION SHALL CONTAIN THE FOLLOWING INFORMATION:

- 1) THE NAME AND ADDRESS OF THE APPLICANT IF AN INDIVIDUAL, AND IF A FIRM, PARTNERSHIP, OR ASSOCIATION, OF EVERY MEMBER THEREOF, AND IN THE CASE OF A CORPORATION, THE NAME AND ADDRESS THEREOF AND OF ITS OFFICERS AND ITS REGISTERED AGENT, AND IN THE CASE OF A UNIT OF LOCAL GOVERNMENT, THE NAME AND ADDRESS OF ITS CHIEF EXECUTIVE OFFICER;
- 2) THE NAME AND LOCATION OF THE FACILITY FOR WHICH A LICENSE IS SOUGHT;
- 3) THE NAME OF THE PERSON OR PERSONS UNDER WHOSE MANAGEMENT OR SUPERVISION THE FACILITY WILL BE CONDUCTED;
- 4) THE NUMBER AND TYPE OF RESIDENTS FOR WHICH MAINTENANCE, PERSONAL CARE, OR NURSING IS TO BE PROVIDED; AND
- 5) SUCH INFORMATION RELATING TO THE NUMBER, EXPERIENCE, AND TRAINING OF THE EMPLOYEES OF THE FACILITY, ANY MANAGEMENT AGREEMENTS FOR THE OPERATION OF THE FACILITY, AND OF THE MORAL CHARACTER OF THE APPLICANT AND EMPLOYEES AS THE DEPARTMENT MAY DEEM NECESSARY. (Section 3-103(2) of the Act)

e) The license is not transferable. It is issued to a specific licensee and for a specific location. The license and the valid current renewal certificate immediately become void and shall be returned to the Department when the facility is sold, or leased; or when operation is discontinued; or when operation is moved to a new location; or when the licensee (if an individual) dies; or when the licensee (if a corporation or partnership) dissolves or terminates; or when the licensee (whatever the entity) ceases to be. A license issued to a corporation shall become null, void and of no further effect upon the dissolution of the corporation. The license shall not be revived if the corporation is subsequently reinstated. A new license must be obtained in such cases.

f) EACH INITIAL APPLICATION SHALL BE ACCOMPANIED BY A FINANCIAL STATEMENT SETTING FORTH THE FINANCIAL CONDITION OF THE APPLICANT AND BY A STATEMENT FROM THE UNIT OF LOCAL GOVERNMENT HAVING ZONING JURISDICTION OVER THE FACILITY'S LOCATION STATING THAT THE LOCATION OF THE FACILITY IS NOT IN VIOLATION OF A ZONING ORDINANCE. AN INITIAL APPLICATION FOR A NEW FACILITY SHALL BE ACCOMPANIED BY

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A PERMIT AS REQUIRED BY THE "ILLINOIS HEALTH FACILITIES PLANNING ACT". AFTER THE APPLICATION IS APPROVED, THE APPLICANT SHALL ADVISE THE DEPARTMENT EVERY SIX MONTHS OF ANY CHANGES IN THE INFORMATION ORIGINALLY PROVIDED IN THE APPLICATION. (Section 3-103(3) of the Act)

- g) The Department MAY ISSUE LICENSES OR RENEWALS FOR PERIODS OF NOT LESS THAN SIX (6) MONTHS NOR MORE THAN EIGHTEEN (18) MONTHS IN ORDER FOR THE DEPARTMENT TO DISTRIBUTE THE EXPIRATION DATES OF ALL LICENSES THROUGHOUT THE CALENDAR YEAR. THE FEES FOR THESE LICENSES ARE PRO-RATED ON THE BASIS OF THE PORTION OF THE YEAR FOR WHICH THEY ARE ISSUED. (Section 3-110 of the Act) The pro-rated fee will be as follows:

- 1) Six (6) months to less than twelve (12) months -- \$150.00;
- 2) Twelve (12) months to eighteen (18) months -- \$200.00.

(Source: Amended at 16 Ill. Reg. 594, effective January 1, 1992)

Section 350.330 Definitions

The terms defined in this Section are terms that are used in one or more of the sets of licensing standards established by the Department to license various levels of long-term care. They are defined as follows:

ABUSE - ANY PHYSICAL OR MENTAL INJURY OR SEXUAL ASSAULT INFLICTED ON A RESIDENT OTHER THAN BY ACCIDENTAL MEANS IN A FACILITY.
(Section 1-103 of the Act)

ACCESS - THE RIGHT TO:

ENTER ANY FACILITY;

COMMUNICATE PRIVATELY AND WITHOUT RESTRICTION WITH ANY RESIDENT WHO CONSENTS TO THE COMMUNICATION;

SEEK CONSENT TO COMMUNICATE PRIVATELY AND WITHOUT RESTRICTION WITH ANY RESIDENT;

INSPECT THE CLINICAL AND OTHER RECORDS OF A RESIDENT WITH THE EXPRESS WRITTEN CONSENT OF THE RESIDENT;

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OBSERVE ALL AREAS OF THE FACILITY EXCEPT THE LIVING AREA OF ANY RESIDENT WHO PROTESTS THE OBSERVATION. (Section 1-104 of the Act)

Act - as used in this Part, the Nursing Home Care Act (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 4151-101 et seq.).

Activity Program - a specific planned program of varied group and individual activities geared to the individual resident's needs and available for a reasonable number of hours each day.

Adaptive Behavior - the effectiveness or degree with which the individual meets the standards of personal independence and social responsibility expected of his age and cultural group.

Addition - any construction attached to the original building which increases the area or cubic content of the building.

Adequate - enough in either quantity or quality, as determined by a reasonable person familiar with the professional standards of the subject under review, to meet the needs of the residents of a facility under the particular set of circumstances in existence at the time of review.

Administrative Warning - a notice to a facility issued by the Department under Section 350.277 of this Part and Section 3-303.2 of the Act, which indicates that a situation, condition, or practice in the facility violates the Act or the Department's rules, but is not a type A or type B violation.

Administrator - the person who is directly responsible for the operation and administration of the facility, irrespective of the assigned title. (See Licensed Nursing Home Administrator)

Advocate - a person who represents the rights and interests of an individual as though they were the person's own, in order to realize the rights to which the individual is entitled, obtain needed services, and remove barriers to meeting the individual's needs.

AFFILIATE MEANS:

WITH RESPECT TO A PARTNERSHIP, EACH PARTNER THEREOF.

WITH RESPECT TO A CORPORATION, EACH OFFICER, DIRECTOR AND STOCKHOLDER THEREOF.

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WITH RESPECT TO A NATURAL PERSON: ANY PERSON RELATED IN THE FIRST DEGREE OF KINSHIP TO THAT PERSON; EACH PARTNERSHIP AND EACH PARTNER THEREOF OF WHICH THAT PERSON OR ANY AFFILIATE OF THAT PERSON IS A PARTNER; AND EACH CORPORATION IN WHICH THAT PERSON OR ANY AFFILIATE OF THAT PERSON IS AN OFFICER, DIRECTOR OR STOCKHOLDER. (Section 1-106 of the Act)

Aide or Orderly - any person providing direct personal care, training or habilitation services to residents.

Alteration - any construction change or modification of an existing building which does not increase the area of cubic content of the building.

Ambulatory Resident - a person who is physically and mentally capable of walking without assistance, or is physically able with guidance to do so, including the ascent and descent of stairs.

APPLICANT - ANY PERSON MAKING APPLICATION FOR A LICENSE.
(Section 1-107 of the Act)

Appropriate - term used to indicate that a requirement is to be applied according to the needs of a particular individual or situation.

Assessment - the use of an objective system with which to evaluate the physical, social, developmental, behavioral, and psychosocial aspects of an individual.

Audiologist - a person who is certified or is eligible for a certificate of clinical competence in audiology granted by the American Speech and Hearing Association under its requirements in effect on the publication of this provision or meets the educational requirements for certification; and is in the process of accumulating the supervised experience required for certification.

Autism - A syndrome described as consisting of withdrawal, very inadequate social relationships, exceptional object relationships, language disturbances and monotonously repetitive motor behavior; many children with autism will also be seriously impaired in general intellectual functioning; Mental illness observed in young children characterized by severe withdrawal and inappropriate response to external stimulation.

Autoclave - an apparatus for sterilizing by superheated steam under pressure.

Auxiliary Personnel - all nursing personnel in intermediate care facilities and skilled nursing facilities other than licensed personnel.

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Basement - when used in this Part means any story or floor level below the main or street floor. Where due to grade difference, there are two levels each qualifying as a street floor, a basement is any floor below the level of the two street floors. Basements shall not be counted in determining the height of a building in stories.

Behavior Modification - treatment to be used to establish or change behavior patterns.

Cerebral Palsy - a disorder dating from birth or early infancy, nonprogressive, characterized by examples of aberrations of motor function (paralysis, weakness, incoordination) and often other manifestations of organic brain damage such as sensory disorders, seizures, mental retardation, learning difficulty and behavior disorders.

Certification for Title XVIII and XIX - the issuance of a document by the Department to the Department of Health and Human Services or the Department of Public Aid verifying compliance with applicable statutory or regulatory requirements for the purposes of participation as a provider of care and service in a specific Federal or State health program.

Charge Nurse - a charge nurse is a registered professional nurse or a licensed practical nurse in charge of the nursing activities for a specific unit or floor during a tour of duty.

Community Alternatives - service programs in the community provided as an alternative to institutionalization.

Community Living Facility - see Facility, Community Living.

Continuing Care Contract - a contract through which a facility agrees to supplement all forms of financial support for a resident throughout the remainder of the resident's life.

Contract - a binding agreement between a resident or the resident's guardian (or, if the resident is a minor, the resident's parent) and the facility or its agent.

Corporal Punishment - painful stimuli inflicted directly upon the body.

Cruelty and Indifference to Welfare of the Resident - failure to provide a resident with the care and supervision he requires; or, the infliction of mental or physical abuse. Examples of physical abuse are restraining a resident, striking, slapping, hitting, or withholding food as punishment. Examples of mental abuse are swearing, threatening and seclusion.

Dentist - any person licensed by the State of Illinois to practice dentistry, includes persons holding a Temporary Certificate of Registration, as provided in the Illinois Dental Practice Act (Ill. Rev. Stat. 1989, ch. 111, par. 2301 et seq.).

Department - as used in this Part means the Illinois Department of Public Health.

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Developmentally Disabled - those individuals whose disability is attributable to mental retardation, cerebral palsy, epilepsy, autism, or other pathological conditions which generally originate before such individuals attain age 18, and which continue, or can be expected to continue, indefinitely, and which constitute a substantial functioning handicap to such individuals.

Developmental Disabilities (DD) Aide - any person who provides nursing, personal or habilitative care to residents of Intermediate Care Facilities for the Developmentally Disabled, regardless of title, and who is not otherwise licensed, certified or registered by the Department of Professional Regulation to render medical care. Other titles often used to refer to DD aides include, but are not limited to, Program Aides, Program Technicians and Habilitation Aides. DD Aides must function under the supervision of a licensed nurse or a Qualified Mental Retardation Professional (QMRP).

Developmental Disability - a severe, chronic disability of a person which:

is attributable to a mental or physical impairment or combination of mental and physical impairment or combination of mental and physical impairments;

is manifest before age 22;

is likely to continue indefinitely;

results in substantial functional limitations in three or more of the following areas of major life activities:

self-care;

receptive and expressive language;

learning;

mobility;

self-direction;

capacity for independent living; and

economic self-sufficiency; and

reflects the persons' needs for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of life-long or extended duration and individually planned and coordinated.

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Dietetic Service Supervisor - a person who:

is a qualified dietitian; or

is a graduate of a dietetic technician or dietetic assistant training program, corresponding or classroom, approved by the American Dietetic Association; or

is a graduate of a Department-approved course that provides 90 or more hours of classroom instruction in food service supervision and has had experience as a supervisor in a health care institution, which included consultation from a dietitian; or

has training and experience in food service supervision and management in a military service equivalent in content to the program in paragraph (2) or (3) of this definition.

Dietitian - a person who:

is eligible for registration by the American Dietetic Association; or

has a baccalaureate degree with major studies in food and nutrition, dietetics, and food service management, has one year of supervisory experience in the dietetic service of a health care institution, and participates annually in continuing dietetic education.

Direct Supervision - means that work is performed under the guidance and direction of a supervisor who is responsible for the work, who plans work and methods, who is available on short notice to answer questions and deal with problems that are not strictly routine, who regularly reviews the work performed, and who is accountable for the results.

DIRECTOR - THE DIRECTOR OF PUBLIC HEALTH OR HIS DESIGNEE.
(Section 1-110 of the Act)

Director of Nursing Service - the full-time Professional Registered Nurse who is directly responsible for the immediate supervision of the nursing services.

DISCHARGE - THE FULL RELEASE OF ANY RESIDENT FROM A FACILITY.
(Section 1-111 of the Act)

Distinct Part - an entire, physically identifiable unit consisting of all of the beds within that unit and having facilities meeting the standards applicable to the levels of service to be provided. Staff and services for a distinct part are established as set forth in the respective regulations governing the levels of services approved for the distinct part.

Emergency - a situation, physical condition or one or more practices, methods or operations

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which present imminent danger of death or serious physical or mental harm to residents of a facility.

Epilepsy - a chronic symptom of cerebral dysfunction, characterized by recurrent attacks, involving changes in the state of consciousness, sudden in onset, and of brief duration. Many attacks are accompanied by a seizure in which the person falls involuntarily.

Equivalent of a Graduate Licensed Practical Nurse - a licensed practical nurse, licensed by waiver who successfully passes the proficiency examination approved by the U.S. Department of Health and Human Services shall be considered the equivalent of a licensed practical nurse who is a graduate of an approved school of practical nursing for the purposes of this Part.

Existing Long-Term Care Facility - any facility initially licensed as a health care facility or approved for construction by the Department, or any facility initially licensed or operated by any other agency of the State of Illinois, prior to March 1, 1980. Existing long-term care facilities shall meet the design and construction standards for existing facilities for the level of long-term care for which the license (new or renewal) is to be granted.

Facility, Community Living - a place of residence as limited in these standards for between five and 80 ambulatory adults who are mildly or moderately mentally retarded with a potential for being absorbed into the mainstream of community life.

Facility, Intermediate Care - a facility which provides basic nursing care and other restorative services under periodic medical direction. Many of these services may require skill in administration. Such facilities are for residents who have long-term illnesses or disabilities which may have reached a relatively stable plateau.

Facility, Intermediate Care for the Developmentally Disabled - when used in this Part is a facility of three or more persons, or distinct part thereof, serving residents of which more than 50 percent are developmentally disabled. Facilities with any number less than 50 percent of developmentally disabled residents, who are determined by the Department with consultation from the Division of Developmental Disabilities, Illinois Department of Mental Health and Developmental Disabilities to need organized social support and training programs, must comply with the program requirements in this Part ~~these minimum~~ Standards.

FACILITY OR LONG-TERM CARE FACILITY - A PRIVATE HOME, INSTITUTION, BUILDING, RESIDENCE, OR ANY OTHER PLACE, WHETHER OPERATED FOR PROFIT OR NOT, OR A COUNTY HOME FOR THE INFIRM AND CHRONICALLY ILL OPERATED PURSUANT TO THE COUNTY HOME ACT (III. Rev. Stat. 1989, ch. 34, par. 5361 et seq.), AS NOW OR HEREAFTER AMENDED, OR BY A COUNTY PURSUANT TO "AN ACT IN RELATION TO HOMES FOR THE AGED" (III. Rev. Stat.

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1989, ch. 34, par. 3561 et seq.) AS NOW OR HEREAFTER AMENDED, OR ANY SIMILAR INSTITUTION OPERATED BY A POLITICAL SUBDIVISION OF THE STATE OF ILLINOIS, WHICH PROVIDES, THROUGH ITS OWNERSHIP OR MANAGEMENT, PERSONAL CARE, SHELTERED CARE OR NURSING FOR THREE OR MORE PERSONS, NOT RELATED TO THE APPLICANT OR OWNER BY BLOOD OR MARRIAGE. IT INCLUDES SKILLED NURSING FACILITIES AND INTERMEDIATE CARE FACILITIES AS THOSE TERMS ARE DEFINED IN TITLE XVIII AND TITLE XIX OF THE FEDERAL SOCIAL SECURITY ACT (42 U.S.C.A. 1395 et seq. and 1936 et seq.). A "facility" may consist of more than one building as long as the buildings are on the same tract, or adjacent tracts of land. However, there shall be no more than one "facility" in any one building. "FACILITY" DOES NOT INCLUDE THE FOLLOWING:

A HOME, INSTITUTION, OR OTHER PLACE OPERATED BY THE FEDERAL GOVERNMENT OR AGENCY THEREOF, OR BY THE STATE OF ILLINOIS;

A HOSPITAL, SANITARIUM, OR OTHER INSTITUTION WHOSE PRINCIPAL ACTIVITY OR BUSINESS IS THE DIAGNOSIS, CARE, AND TREATMENT OF HUMAN ILLNESS THROUGH THE MAINTENANCE AND OPERATION OF ORGANIZED FACILITIES THEREFORE, WHICH IS REQUIRED TO BE LICENSED UNDER THE HOSPITAL LICENSING ACT (III. Rev. Stat. 1989, ch. 111 1/2, par. 142 et seq.) AS NOW OR HEREAFTER AMENDED;

ANY "FACILITY FOR CHILD CARE" AS DEFINED IN THE CHILD CARE ACT OF 1969 (III. Rev. Stat. 1989, ch. 23, par. 2211 et seq.) AS NOW OR HEREAFTER AMENDED; OR

ANY NURSING HOME OR SANATORIUM OPERATED SOLELY BY AND FOR PERSONS WHO RELY EXCLUSIVELY UPON TREATMENT BY SPIRITUAL MEANS THROUGH PRAYER, IN ACCORDANCE WITH THE CREED OR TENETS OF ANY WELL-RECOGNIZED CHURCH OR RELIGIOUS DENOMINATION. HOWEVER, SUCH NURSING HOME OR SANATORIUM SHALL COMPLY WITH ALL LOCAL LAWS AND RULES RELATING TO SANITATION AND SAFETY. (Section 1-113 of the Act)

Facility, Skilled Nursing - when used in this Part is synonymous with a skilled nursing facility. A skilled nursing facility provides skilled nursing care, continuous skilled nursing observations, restorative nursing, and other services under professional direction with frequent medical supervision. Such facilities are provided for patients who need the type of care and treatment required during the post acute phase of illness or during recurrences of symptoms in long-term illness.

Financial Responsibility - sufficient assets to provide adequate services such as: staff, heat,

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laundry, foods, supplies, and utilities for at least a two-month period of time.

Full-time - means on duty a minimum of 36 hours, four days per week.

Goal - an expected result or condition that involves a relatively long period of time to achieve, that is specified in behavioral terms in a statement of relatively broad scope, and that provides guidance in establishing specific, short-term objectives directed toward its attainment.

Governing Body - the policy-making authority, whether an individual or a group, that exercises general direction over the affairs of a facility and establishes policies concerning its operation and the welfare of the individuals it serves.

GUARDIAN - A PERSON APPOINTED AS A GUARDIAN OF THE PERSON OR GUARDIAN OF THE ESTATE, OR BOTH, OF A RESIDENT UNDER THE PROBATE ACT OF 1975 (Ill. Rev. Stat. 1989, ch. 110 1/2, par. 1-1 et seq.) AS NOW OR HEREAFTER AMENDED. (Section 1-114 of the Act)

Habilitation - an effort directed toward the alleviation of a disability or toward increasing a person's level of physical, mental, social or economic functioning. Habilitation may include, but is not limited to, diagnosis, evaluation, medical services, residential care, day care, special living arrangements, training, education, sheltered employment, protective services, counseling and other services.

Health Services Supervisor - (Director of Nursing Service) the full-time Registered Nurse, or Licensed Practical Nurse, who is directly responsible for the immediate supervision of the health services in an Intermediate Care Facility.

Home for the Aged - any facility which is operated: by a not-for-profit corporation incorporated under, or qualified as a foreign corporation under, the General Not For Profit Corporation Act of 1986, as heretofore or hereafter amended (Ill. Rev. Stat. 1989, ch. 32, par. 101.01 et seq.); or, by a county pursuant to "AN ACT in relation to homes for the aged", as heretofore or hereafter amended (Ill. Rev. Stat. 1989, ch. 34, par. 3561 et seq.); or, pursuant to a trust or endowment established for nonprofit, charitable purposes, and which provides maintenance, personal care, nursing or sheltered care to three or more residents, 90 percent of whom are 60 or more years of age.

Hospitalization - the care and treatment of a person in a hospital as an in-patient.

House Manager - a qualified person on duty 40 hours a week managing the Community Living Facility and responsible for its operation and its inhabitants.

Individual Educational Program (IEP) - a written statement for each resident that provides

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for specific education and related services. The Individual Education Program may be incorporated into the Individual Habilitation Plan (IHP).

Individual Habilitation Plan (IHP) - a total plan of care that is developed by the interdisciplinary team for each resident, and that is developed on the basis of all assessment results.

Institutional Occupancy - when used in this Part means Health Care Facilities, Group (a), as defined in Chapter 10, paragraph 10-0001 of the Life Safety Code, National Fire Protection Association (1985/67 Edition).

Interdisciplinary Team - a group of persons that represents those professions, disciplines, or service areas that are relevant to identifying an individual's needs, and designs a program to meet those needs. This team shall include at least a physician, a social worker and other professionals. In Intermediate Care Facilities for The Developmentally Disabled (ICF/DD's) at least one member of the team shall be a Qualified Mental Retardation Professional.

Licensed Nursing Home Administrator - a person who is charged with the general administration and supervision of a facility and licensed under the Nursing Home Administrators Licensing and Disciplinary Act (Ill. Rev. Stat. 1989, ch. 111, pars. 3651 et seq.), as now or hereafter amended.

Licensed Practical Nurse - a person with a valid Illinois license to practice as a practical nurse.

LICENSEE - THE PERSON OR ENTITY LICENSED TO OPERATE THE FACILITY AS PROVIDED UNDER THE ACT. (Section 1-115 of the Act)

Life Care Contract - a contract through which a facility agrees to provide maintenance and care for a resident throughout the remainder of the resident's life.

MAINTENANCE - FOOD, SHELTER, AND LAUNDRY SERVICES. (Section 1-116 of the Act)

Maladaptive Behavior - impairment in adaptive behavior as determined by a clinical psychologist or by a physician. Impaired adaptive behavior may be reflected in delayed maturation, reduced learning ability or inadequate social adjustment.

Medical Record Practitioner - a person who: is eligible for certification as a registered record administrator (RRA) or an accredited record technician (ART), by the American Medical Record Association under its requirements; or is a graduate of a school of medical record science that is accredited jointly by the American Medical Association and the American Medical Record Association.

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Mentally Retarded and Mental Retardation - subaverage general intellectual functioning originating during the developmental period and associated with maladaptive behavior.

Misappropriation of Property - using a resident's cash, clothing, or other possessions without authorization by the resident or the resident's authorized representative; failure to return valuables after a resident's discharge; or failure to refund money after death or discharge when there is an unused balance in the resident's personal account.

Mobile Nonambulatory - unable to walk independently or without assistance, but able to move from place to place with the use of devices such as walkers, crutches, wheelchairs, or wheeled platforms.

Mobile Resident - any resident who is able to move about either independently or with the aid of assistive devices such as walkers, crutches, wheelchairs, or wheeled platforms.

Monitor - a qualified person placed in a facility by the Department to observe operations of the facility, assist the facility by advising it on how to comply with the State regulations, and who reports periodically to the Department on the operations of the facility.

NEGLECT - A FAILURE IN A FACILITY TO PROVIDE ADEQUATE MEDICAL OR PERSONAL CARE OR MAINTENANCE, WHICH FAILURE RESULTS IN PHYSICAL OR MENTAL INJURY TO A RESIDENT OR IN THE DETERIORATION OF A RESIDENT'S PHYSICAL OR MENTAL CONDITION. (Section 1-117 of the Act)

New Long-Term Care Facility - any facility initially licensed as a health care facility by the Department, or any facility initially licensed or operated by any other agency of the State of Illinois, on or after March 1, 1980. New long-term care facilities shall meet the design and construction standards for new facilities for the level of long-term care for which the license (new or renewal) is to be granted.

Normalization - the principle of helping individuals to obtain an existence as close to normal as possible, by making available to them patterns and conditions of everyday life that are as close as possible to the norms and patterns of the mainstream of society.

NURSE - A REGISTERED NURSE OR A LICENSED PRACTICAL NURSE AS DEFINED IN THE ILLINOIS NURSING ACT OF 1987 (Ill. Rev. Stat. 1989, ch. 111, par. 3501 et seq.) AS NOW OR HEREAFTER AMENDED. (Section 1-118 of the Act)

Nursing Assistant - Any person who provides nursing care or personal care to residents of licensed long-term care facilities, regardless of title, and who is not otherwise licensed, certified or registered by the Department of Professional Regulation to render medical care. Other titles often used to refer to nursing assistants include, but are not limited to, nurse's aide, orderly and nurse technician. Nursing assistants must function under the supervision

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of a licensed nurse.

Nursing Care - a complex of activities which carries out the diagnostic, therapeutic, and rehabilitative plan as prescribed by the physician; care for the resident's environment; observing symptoms and reactions and taking necessary measures to carry out nursing procedures involving understanding of cause and effect in order to safeguard life and health.

Nursing Unit - a physically identifiable distinct part of a facility consisting of all the beds within the distinct part, but having no more than 75 beds, none of which are more than 120 feet from the nurse's station.

Objective - an expected result or condition that involves a relatively short period of time to achieve, that is specified in behavioral terms, and that is related to the achievement of a goal.

Occupational Therapist, Registered (OTR) - a person who is registered with the Department of Professional Regulation as an occupational therapist under the Illinois Occupational Therapy Practice Act (Ill. Rev. Stat. 1989, ch. 111, par. 3701 et seq.).

Occupational Therapy Assistant - a person who is registered with the Department of Professional Regulation as a certified occupational therapy assistant under the Illinois Occupational Therapy Practice Act.

Operator - the person responsible for the control, maintenance and governance of the facility, its personnel and physical plant.

Oversight - general watchfulness and appropriate action to meet the total needs of the residents, exclusive of nursing or personal care. Oversight shall include, but is not limited to, social, recreational and employment opportunities for residents who, by reason of mental disability, or in the opinion of a licensed physician, are in need of residential care.

OWNER - THE INDIVIDUAL, PARTNERSHIP, CORPORATION, ASSOCIATION OR OTHER PERSON WHO OWNS A FACILITY. IN THE EVENT A FACILITY IS OPERATED BY A PERSON WHO LEASES THE PHYSICAL PLANT, WHICH IS OWNED BY ANOTHER PERSON, "OWNER" MEANS THE PERSON WHO OPERATES THE FACILITY, EXCEPT THAT IF THE PERSON WHO OWNS THE PHYSICAL PLANT IS AN AFFILIATE OF THE PERSON WHO OPERATES THE FACILITY AND HAS SIGNIFICANT CONTROL OVER THE DAY-TO-DAY OPERATIONS OF THE FACILITY, THE PERSON WHO OWNS THE PHYSICAL PLANT SHALL INCUR JOINTLY AND SEVERALLY WITH THE OWNER ALL LIABILITIES IMPOSED ON AN OWNER UNDER THE ACT. (Section 1-119 of the Act)

Person - any individual, partnership, corporation, association, municipality, political

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subdivision, trust, estate or other legal entity whatsoever.

PERSONAL CARE - ASSISTANCE WITH MEALS, DRESSING, MOVEMENT, BATHING, OR OTHER PERSONAL NEEDS, OR GENERAL SUPERVISION AND OVERSIGHT OF THE PHYSICAL AND MENTAL WELL-BEING OF AN INDIVIDUAL, EXCLUSIVE OF NURSING, WHO BECAUSE OF AGE, PHYSICAL OR MENTAL DISABILITY, EMOTIONAL OR BEHAVIOR DISORDER, OR MENTAL RETARDATION IS INCAPABLE OF MAINTAINING A PRIVATE, INDEPENDENT RESIDENCE, OR WHO IS INCAPABLE OF MANAGING HIS PERSON WHETHER OR NOT A GUARDIAN HAS BEEN APPOINTED. (Section 1-120 of the Act)

Pharmacist, Registered - a person who holds a certificate of registration as a registered pharmacist, a local registered pharmacist or a registered assistant pharmacist under the Pharmacy Practice Act of 1987 (Ill. Rev. Stat. 1989, ch. 111, par. 4121 et seq.).

Physical Therapy Assistant - a person who has graduated from a two year college level program approved by the American Physical Therapy Association.

Physical Therapist - a person who is registered with the Department of Professional Regulation as a physical therapist under the Illinois Physical Therapy Act (Ill. Rev. Stat. 1989, ch. 111 par. 4251 et seq.).

Physician - any person licensed by the State of Illinois to practice medicine in all its branches as provided in the Medical Practice Act of 1987 (Ill. Rev. Stat. 1989, ch. 111, par. 4400-1 et seq.).

Probationary License - an initial license issued for a period of 120 days during which time the Department will determine the qualifications of the applicant.

Program Coordinator - a qualified person directly responsible for the overall program, operation and management of a Community Living Facility.

Psychiatrist - a physician who has had at least three years of formal training or primary experience in the diagnosis and treatment of mental illness.

Psychologist - a person who is licensed by the Illinois Department of Professional Regulation to practice clinical psychology under the Clinical Psychologist Licensing Act (Ill. Rev. Stat. 1989, ch. 111, par. 5351 et seq.).

Qualified Mental Retardation Professional - a person who has at least one year of experience working directly with individuals with developmental disabilities and meets at least one of the following additional qualifications:

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Be a physician as defined in this Section.

Be a registered nurse as defined in this Section.

Hold at least a bachelor's degree in one of the following fields: occupational therapy, physical therapy, psychology, social work, speech or language pathology, recreation (or a recreational specialty area such as art, dance, music, or physical education), dietary services or dietetics, or a human services field (such as sociology, special education, or rehabilitation counseling).

Qualified Professional - a person who meets the educational, technical and ethical criteria of a health care profession, as evidenced by eligibility for membership in an organization established by the profession for the purpose of recognizing those persons who meet such criteria; and who is licensed, registered or certified by the State of Illinois, if required.

REASONABLE VISITING HOURS - ANY TIME BETWEEN THE HOURS OF 10 A.M. AND 8 P.M. DAILY. (Section 1-121 of the Act)

Registered Nurse - a person with a valid Illinois license from the Illinois Department of Professional Regulation to practice as a registered professional nurse under the Illinois Nursing Act of 1987.

REPEAT VIOLATION - FOR PURPOSES OF ASSESSING FINES UNDER SECTION 3-305 OF THE ACT, A VIOLATION THAT HAS BEEN CITED DURING ONE INSPECTION OF THE FACILITY FOR WHICH A SUBSEQUENT INSPECTION INDICATES THAT AN ACCEPTED PLAN OF CORRECTION WAS NOT COMPLIED WITH, within a period of not more than twelve months from the issuance of the initial violation. A REPEAT VIOLATION SHALL NOT BE A NEW CITATION OF THE SAME RULE, UNLESS THE LICENSEE IS NOT SUBSTANTIALLY ADDRESSING THE ISSUE ROUTINELY THROUGHOUT THE FACILITY. (Section 3-305(7) of the Act)

Reputable Moral Character - having no history of a conviction of the applicant, or if the applicant is a firm, partnership, or association, of any of its members, or of a corporation, of any of its officers, or directors, or of the person designated to manage or supervise the facility, of a felony, or of two or more misdemeanors involving moral turpitude, as shown by a certified copy of the record of the court of conviction, or in the case of the conviction of a misdemeanor by a court not of record, as shown by other evidence; or other satisfactory evidence that the moral character of the applicant, or manager, or supervisor of the facility is not reputable.

RESIDENT - PERSON RESIDING IN AND RECEIVING PERSONAL CARE FROM A FACILITY. (Section 1-122 of the Act)

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Resident Services Director - the full-time administrator, or an individual on the professional staff in the facility, who is directly responsible for the coordination and monitoring of the residents' overall plans of care in an intermediate care facility.

RESIDENT'S REPRESENTATIVE - A PERSON OTHER THAN THE OWNER, OR AN AGENT OR EMPLOYEE OF A FACILITY NOT RELATED TO THE RESIDENT, DESIGNATED IN WRITING BY A RESIDENT TO BE HIS REPRESENTATIVE, OR THE RESIDENT'S GUARDIAN, OR THE PARENT OF A MINOR RESIDENT FOR WHOM NO GUARDIAN HAS BEEN APPOINTED. (Section 1-123 of the Act)

Restorative Care - a health care process designed to assist residents to attain and maintain the highest degree of function of which they are capable (physical, mental, and social).

Restraint of a Resident - the application of a device to limit movements.

Room - a part of the inside of a facility that is partitioned continuously from floor to ceiling with openings closed with glass or hinged doors.

Safety Device - any equipment or protective device used on a bed, chair, or resident which prevents him from falling or otherwise injuring himself. Examples are: bedside rails, geriatric or adaptive chairs, a wide band, vest or sheet applied to prevent falling out of a bed or chair, and hand socks applied to prevent injuring one's self.

Sanitization - the reduction of pathogenic organisms on a utensil surface to a safe level, which is accomplished through the use of steam, hot water, or chemicals.

Satisfactory - same as adequate.

Seclusion - the retention of a resident in a room which the resident cannot open.

Self Preservation - the ability to follow directions and recognize impending danger or emergency situations and react by avoiding or leaving the unsafe area.

SHELTERED CARE - MAINTENANCE AND PERSONAL CARE. (Section 1-124 of the Act)

Social Worker, Qualified - a person who:

is a licensed social worker or a licensed clinical social worker under the Clinical Social Work and Social Work Practice Act (Ill. Rev. Stat. 1989, ch. 111, par. 6351 et seq.); and is a graduate of a school of social work which has been approved by the Council on Social Work Education (some schools are approved for Bachelor's Degree programs and others for Master's Degree programs); and has one year of social work

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experience in a health care setting.

State Fire Marshal - the Fire Marshal of the Office of the State Fire Marshal, Division of Fire Prevention.

Sterilization - the act or process of destroying completely all forms of microbial life, including viruses.

STOCKHOLDER OF A CORPORATION - ANY PERSON WHO, DIRECTLY OR INDIRECTLY, BENEFICIALLY OWNS, HOLDS OR HAS THE POWER TO VOTE, AT LEAST FIVE PERCENT OF ANY CLASS OF SECURITIES ISSUED BY THE CORPORATION. (Section 1-125 of the Act)

Story - when used in this Part means that portion of a building between the upper surface of any floor and the upper surface of the floor above except that the topmost story shall be the portion of a building between the upper surface of the topmost floor and the upper surface of the roof above.

STUDENT INTERN - MEANS ANY PERSON WHOSE TOTAL TERM OF EMPLOYMENT IN ANY FACILITY DURING ANY 12-MONTH PERIOD IS EQUAL TO OR LESS THAN 90 CONTINUOUS DAYS, AND WHOSE TERM OF EMPLOYMENT IS EITHER:

AN ACADEMIC CREDIT REQUIREMENT IN A HIGH SCHOOL OR UNDERGRADUATE INSTITUTION, OR

IMMEDIATELY SUCCEEDS A FULL QUARTER, SEMESTER OR TRIMESTER OF ACADEMIC ENROLLMENT IN EITHER A HIGH SCHOOL OR UNDERGRADUATE INSTITUTION, PROVIDED THAT SUCH PERSON IS REGISTERED FOR ANOTHER FULL QUARTER, SEMESTER OR TRIMESTER OF ACADEMIC ENROLLMENT IN EITHER A HIGH SCHOOL OR UNDERGRADUATE INSTITUTION WHICH QUARTER, SEMESTER OR TRIMESTER WILL COMMENCE IMMEDIATELY FOLLOWING THE TERM OF EMPLOYMENT. (Section 1-125.1 of the Act)

Substantial - meeting requirements except for variance from the strict and literal performance which result in unimportant omissions or defects given the particular circumstances involved. This definition is limited to the phrase as used in Section 350.280(q)(8), 350.280(k)(2) and 350.280(k)(4).

Substantial failure - the failure to meet requirements other than a variance from the strict and literal performance which result in unimportant omissions or defects given the particular circumstances involved. This definition is limited to the phrase as used in Sections

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350.180(b)(1) and 350.260(f).

Sufficient - Same as adequate.

Supervision - authoritative procedural guidance by a qualified person for the accomplishment of a function or activity within his sphere of competence, with initial direction and periodic inspection of the actual act of accomplishing the function or activity. Unless otherwise stated in ~~regulations~~ this Part, the supervisor must be on the premises if the person does not meet assistant level (two-year training program) qualifications specified in these definitions.

Therapeutic Recreation Specialist - a person who is certified by the National Council for Therapeutic Recreation Certification and who meets the minimum standards it has established for classification as a Therapeutic Recreation Specialist.

Time Out - removing an individual from a situation that results in undesirable behavior. It is a behavior modification procedure which is developed and implemented under the supervision of a qualified professional.

TITLE XVIII - TITLE XVIII OF THE FEDERAL SOCIAL SECURITY ACT AS NOW OR HEREAFTER AMENDED. (Section 1-126 of the Act)

TITLE XIX - TITLE XIX OF THE FEDERAL SOCIAL SECURITY ACT AS NOW OR HEREAFTER AMENDED. (Section 1-127 of the Act)

TRANSFER - A CHANGE IN STATUS OF A RESIDENT'S LIVING ARRANGEMENTS FROM ONE FACILITY TO ANOTHER FACILITY. (Section 1-128 of the Act)

TYPE A VIOLATION - A VIOLATION OF THE ACT OR OF THE RULES PROMULGATED THEREUNDER WHICH CREATES A CONDITION OR OCCURRENCE RELATING TO THE OPERATION AND MAINTENANCE OF A FACILITY PRESENTING A SUBSTANTIAL PROBABILITY THAT DEATH OR SERIOUS MENTAL OR PHYSICAL HARM TO A RESIDENT WILL RESULT THEREFROM. (Section 1-129 of the Act)

TYPE B VIOLATION - A VIOLATION OF THE ACT OR OF THE RULES PROMULGATED THEREUNDER WHICH CREATES A CONDITION OR OCCURRENCE RELATING TO THE OPERATION AND MAINTENANCE OF A FACILITY DIRECTLY THREATENING TO THE HEALTH, SAFETY OR WELFARE OF A RESIDENT. (Section 1-130 of the Act)

Unit - an entire physically identifiable residence area, in Community Living Facilities consisting of not less than five nor more than 20 beds, and having facilities meeting the

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standards applicable to the levels of service to be provided. Staff and services for each distinct resident area are established as set forth in the respective ~~regulations~~ rules governing the approved levels of service.

Universal Progress Notes - a common record with periodic narrative documentation by all persons involved in resident care.

Valid License - a license which is unsuspended, unrevoked and unexpired.

(Source: Amended at 16 Ill. Reg. 594, effective January 1, 1992)

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1) Heading of the Part:

Long-Term Care for Under Age 22 Facilities Code

2) Code Citation:

77 Ill. Adm. Code 390

3) Section Numbers:390.120
390.330Adopted Action:Amendments
Amendments4) Statutory Authority:Nursing Home Care Act
Ill. Rev. Stat. 1989, ch. 111 1/2, par. 4151-101 et seq.5) Effective Date of Rules:

January 1, 1992

6) Does this Rulemaking Contain an Automatic Repeal Date? Yes No XIf "yes," please specify the date: 7) Does this Rulemaking Contain Any Incorporations By Reference?Yes No XIf "yes," please specify type: 6.02(a) or 6.02(b) If "6.02(b)," was a copy of the approval form issued by the Joint Committee attached to this rulemaking? Yes No 8) Date Filed in Agency's Principal Office:January 1, 19929) Date Notice(s) of Proposal was Published in Illinois Register:March 22, 1991 - 15 Ill. Reg. 4309

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10) Has the Joint Committee on Administrative Rules issued a Statement of Objections to these Rules?
Yes No X

If "yes," please complete the following:

A) Statement of Objection: Ill. Reg. B) Agency Response: Ill. Reg. C) Date Agency Response Submitted for Approval to the Joint Committee:11) Difference Between Proposal and Final Version:

In the Main Source Note, the last action was corrected to read: "effective January 25, 1991."

The following changes were made in response to comments and suggestions of the Joint Committee on Administrative Rules:

1. Section 390.120(c) was modified to state: "APPLICATION for a license to establish or OPERATE an intermediate care facility or skilled nursing FACILITY SHALL BE MADE in writing and submitted, with other such information as the Department for persons with developmental disabilities SHALL BE MADE in writing and submitted, with other such information as the Department may require, ON FORMS provided by the Department. (Section 3-103(1) of the Act)"

2. Section 390.120(G) was modified to state in part: "The Department MAY ISSUE LICENSES OR RENEWALS...."

3. The phrase "FOR PURPOSES OF ASSESSING FINES UNDER SECTION 3-305 OF THE ACT," was included in the definition of "Repeat Violation" in Section 390.330.

4. Section 390.120 was modified to delete all references to "pre" in the word "pre-application."

In addition, various typographical, grammatical and form changes were made in response to the comments from the Administrative Code Division and the Joint Committee on Administrative Rules.

- 12) Have all the changes agreed upon by the Agency and the Joint Committee been made as indicated in the agreement letter issued by the Joint Committee?

The Department has made all the changes to which it agreed with the Joint Committee.

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- 13) Will the Rules Replace an Emergency Rule Currently in Effect?

Yes No X

- 14) Are there any other Amendments Pending on this Part? Yes No X

If Yes:

- 15) Summary and Purpose of Rules:

The rules in Part 390 govern the licensure of facilities that provide long-term care for persons under age 22. These amendments address issues encountered by the Department in the enforcement of the rules.

Section 390.120(g) - The Department is amending the requirements for application for licensure to implement Section 3-110 of the Nursing Home Care Act, which states that "The Director may issue licenses or renewals for periods of not less than 6 months nor more than 18 months in order to distribute the expiration dates of such licenses throughout the calendar year, and fees for such licenses shall be prorated on the basis of the portion of the year for which they are issued." The language explains how licenses will be issued so as to distribute the expiration dates throughout the calendar year. The amendment also sets forth the fee schedule.

Section 390.330 - The Department is adding a definition of the term "repeat violation," which is used to refer to a violation for which an accepted plan of correction was not complied with.

Statutory citations have been updated to the 1989 Illinois Revised Statutes.

- 16) Information and Questions regarding this Adopted Rulemaking shall be directed to:

Ms. Gail De Vito, Division of Governmental Affairs, Illinois Department of Public Health,
535 West Jefferson, Fifth Floor, Springfield, Illinois 62761, 217/782-6187.

The full text of the Adopted Amendments begins on the next page:

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TITLE 77: PUBLIC HEALTH
CHAPTER I: DEPARTMENT OF PUBLIC HEALTH
SUBCHAPTER c: LONG-TERM CARE FACILITIES

PART 390

LONG-TERM CARE FOR UNDER AGE 22 FACILITIES CODE

SUBPART A: GENERAL PROVISIONS

Section	
390.110	General Requirements
390.120	Application for License
390.130	Licenses
390.140	Issuance of an Initial License for a New Facility
390.150	Issuance of an Initial License Due to a Change of Ownership
390.160	Issuance of a Renewal License
390.165	Criteria for Adverse Licensure Actions
390.170	Denial of Initial License
390.175	Denial of Renewal of License
390.180	Revocation of License
390.190	Experimental Program Conflicting With Requirements
390.200	Inspections, Surveys, Evaluations and Consultation
390.210	Filing an Annual Attested Financial Statement
390.220	Information to be Made Available to the Public by the Department
390.230	Information to be Made Available to the Public By the Licensee
390.240	Municipal Licensure
390.250	Ownership Disclosure
390.260	Issuance of Conditional Licenses
390.270	Monitor and Receivership
390.272	Determination to Issue a Notice of Violation or Administrative Warning
390.274	Determination of the Level of a Violation
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Interpretation and Illustrative Services for Long-Term Care Facility for Residents Under 22 Years of Age

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AUTHORITY: Implementing and authorized by the Nursing Home Care Act (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 4151-101 et seq.).

SOURCE: Adopted at 6 Ill. Reg. 1658, effective February 1, 1982; emergency amendment at 6 Ill.

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Reg. 3223, effective March 8, 1982, for a maximum of 150 days; amended at 6 Ill. Reg. 11622, effective September 14, 1982; amended at 6 Ill. Reg. 14557 and 14560, effective November 8, 1982; amended at 6 Ill. Reg. 14678, effective November 15, 1982; amended at 7 Ill. Reg. 282, effective December 22, 1982; amended at 7 Ill. Reg. 1927, effective January 28, 1983; amended at 7 Ill. Reg. 8574, effective July 11, 1983; amended at 7 Ill. Reg. 15821, effective November 15, 1983; amended at 7 Ill. Reg. 16988, effective December 14, 1983; amended at 8 Ill. Reg. 15585, 15589, and 15592, effective August 15, 1984; amended at 8 Ill. Reg. 16989, effective September 5, 1984; codified at 8 Ill. Reg. 19823; amended at 8 Ill. Reg. 24159, effective November 29, 1984; amended at 8 Ill. Reg. 24656, effective December 7, 1984; amended at 8 Ill. Reg. 25083, effective December 14, 1984; amended at 9 Ill. Reg. 122, effective December 26, 1984; amended at 9 Ill. Reg. 10785, effective July 1, 1985; amended at 11 Ill. Reg. 16782, effective October 1, 1987; amended at 12 Ill. Reg. 931, effective December 24, 1987; amended at 12 Ill. Reg. 16780, effective October 1, 1988; emergency amendment at 12 Ill. Reg. 18243, effective October 24, 1988, for a maximum of 150 days; emergency expired March 23, 1989; amended at 13 Ill. Reg. 6301, effective April 17, 1989; amended at 13 Ill. Reg. 19521, effective December 1, 1989; amended at 14 Ill. Reg. 14904, effective October 1, 1990; amended at 15 Ill. Reg. 1878, effective January 25, 1991; amended at 16 Ill. Reg. 623, effective January 1, 1992.

NOTE: Italics and capitalization denote statutory language.

Section 390.120 Application for License

- a) Any person acting individually or jointly with other persons who proposes to build, own, establish, or operate an intermediate care facility, or skilled nursing facility shall submit ~~pre~~-application information on forms provided by the Department. The Department shall be furnished a written description of the proposed program to be provided, and other such information as it may require in order to determine the appropriate level of care for which the facility should be licensed. The ~~pre~~-application form and other required information shall be submitted and approved prior to surveys of the physical plant or review of building plans and specifications.
- b) An ~~pre~~-application for a new facility shall be accompanied by a permit as required by the Illinois Health Facilities Planning Act (Ill. Rev. Stat. 1989², ch. 111 1/2, par. 1151 et seq.).
- c) ~~OPERATE AN INTERMEDIATE CARE FACILITY, OR SKILLED NURSING AN~~
~~intermediate care facility or skilled nursing facility shall be made in writing and~~
~~submitted, with other such information as the Department may require, in writing and~~
~~SUBMITTED, WITH OTHER SUCH INFORMATION AS THE DEPARTMENT MAY~~
~~REQUIRE, ON FORMS provided by the Department PROVIDED BY THE~~
~~DEPARTMENT. (Section 3-103(1) of the Act)~~

- d) ALL APPLICATIONS, EXCEPT THOSE OF HOMES FOR THE AGED, SHALL BE ACCOMPANIED BY AN APPLICATION FEE OF 200 DOLLARS. THE APPLICATION

SHALL BE UNDER OATH AND THE SUBMISSION OF FALSE OR MISLEADING INFORMATION SHALL BE A CLASS A MISDEMEANOR. THE APPLICATION SHALL CONTAIN THE FOLLOWING INFORMATION:

- 1) THE NAME AND ADDRESS OF THE APPLICANT IF AN INDIVIDUAL, AND IF A FIRM, PARTNERSHIP, OR ASSOCIATION, OF EVERY MEMBER THEREOF, AND IN THE CASE OF A CORPORATION, THE NAME AND ADDRESS THEREOF AND OF ITS OFFICERS AND ITS REGISTERED AGENT, AND IN THE CASE OF A UNIT OF LOCAL GOVERNMENT, THE NAME AND ADDRESS OF ITS CHIEF EXECUTIVE OFFICER;
 - 2) THE NAME AND LOCATION OF THE FACILITY FOR WHICH A LICENSE IS SOUGHT;
 - 3) THE NAME OF THE PERSON OR PERSONS UNDER WHOSE MANAGEMENT OR SUPERVISION THE FACILITY WILL BE CONDUCTED;
 - 4) THE NUMBER AND TYPE OF RESIDENTS FOR WHICH MAINTENANCE, PERSONAL CARE, OR NURSING IS TO BE PROVIDED; AND
 - 5) SUCH INFORMATION RELATING TO THE NUMBER, EXPERIENCE, AND TRAINING OF THE EMPLOYEES OF THE FACILITY, ANY MANAGEMENT AGREEMENTS FOR THE OPERATION OF THE FACILITY, AND OF THE MORAL CHARACTER OF THE APPLICANT AND EMPLOYEES AS THE DEPARTMENT MAY DEEM NECESSARY. (Section 3-103(2) of the Act)
- e) **Ownership Change or Discontinuation**
- 1) The license is not transferable. It is issued to a specific licensee and for a specific location. The license and the valid current renewal certificate immediately become void and shall be returned to the Department when the facility is sold, or leased; or when operation is discontinued; or when operation is moved to a new location; or when the licensee (if an individual) dies; or when the licensee (if a corporation or partnership) dissolves or terminates; or when the licensee (whatever the entity) ceases to be.
 - 2) A license issued to a corporation shall become null, void and of no further effect upon the dissolution of the corporation. The license shall not be revived if the corporation is subsequently reinstated. A new license must be obtained in such cases.
- f) EACH INITIAL APPLICATION SHALL BE ACCOMPANIED BY A FINANCIAL STATEMENT SETTING FORTH THE FINANCIAL CONDITION OF THE APPLICANT AND BY A STATEMENT FROM THE UNIT OF LOCAL GOVERNMENT HAVING

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ZONING JURISDICTION OVER THE FACILITY'S LOCATION STATING THAT THE LOCATION OF THE FACILITY IS NOT IN VIOLATION OF A ZONING ORDINANCE. AN INITIAL APPLICATION FOR A NEW FACILITY SHALL BE ACCOMPANIED BY A PERMIT AS REQUIRED BY THE ILLINOIS HEALTH FACILITIES PLANNING ACT. AFTER THE APPLICATION IS APPROVED, THE APPLICANT SHALL ADVISE THE DEPARTMENT EVERY SIX MONTHS OF ANY CHANGES IN THE INFORMATION ORIGINALLY PROVIDED IN THE APPLICATION. (Section 3-103(3) of the Act)

g) The Department MAY ISSUE LICENSES OR RENEWALS FOR PERIODS OF NOT LESS THAN SIX (6) MONTHS NOR MORE THAN EIGHTEEN (18) MONTHS IN ORDER FOR THE DEPARTMENT TO DISTRIBUTE THE EXPIRATION DATES OF ALL LICENSES THROUGHOUT THE CALENDAR YEAR. THE FEES FOR THESE LICENSES ARE PRO-RATED ON THE BASIS OF THE PORTION OF THE YEAR FOR WHICH THEY ARE ISSUED. (Section 3-110 the Act) The pro-rated fee will be as follows:

- 1) Six (6) months to less than twelve (12) months -- \$150.00;
- 2) Twelve (12) months to eighteen (18) months -- \$200.00.

(Source: Amended at 16 Ill. Reg. 623, effective January 1, 1992)

Section 390.330 Definitions

The terms defined in this Section are terms that are used in one or more of the sets of licensing standards established by the Department to license various levels of long-term care. They are defined as follows:

ABUSE - ANY PHYSICAL OR MENTAL INJURY OR SEXUAL ASSAULT INFLICTED ON A RESIDENT OTHER THAN BY ACCIDENTAL MEANS IN A FACILITY.
(Section 4151-103 of the Act)

ACCESS - THE RIGHT TO:

ENTER ANY FACILITY;

COMMUNICATE PRIVATELY AND WITHOUT RESTRICTION WITH ANY RESIDENT WHO CONSENTS TO THE COMMUNICATION;

SEEK CONSENT TO COMMUNICATE PRIVATELY AND WITHOUT RESTRICTION WITH ANY RESIDENT;

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INSPECT THE CLINICAL AND OTHER RECORDS OF A RESIDENT WITH THE EXPRESS WRITTEN CONSENT OF THE RESIDENT;

OBSERVE ALL AREAS OF THE FACILITY EXCEPT THE LIVING AREA OF ANY RESIDENT WHO PROTESTS THE OBSERVATION. (Section 3-104 of the Act)

Act - as used in this Part, the Nursing Home Care Act (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 4151-101 et seq.).

Activity Program - a specific planned program of varied group and individual activities geared to the individual resident's needs and available for a reasonable number of hours each day.

Adaptive Behavior - the effectiveness or degree with which the individual meets the standards of personal independence and social responsibility expected of his age and cultural group.

Addition - any construction attached to the original building which increases the area or cubic content of the building.

Adequate - enough in either quantity or quality, as determined by a reasonable person familiar with the professional standards of the subject under review, to meet the needs of the residents of a facility under the particular set of circumstances in existence at the time of review.

Administrative Warning - a notice to a facility issued by the Department under Section 390.277 of this Part and Section 3-303.2 of the Act, which indicates that a situation, condition, or practice in the facility violates the Act or the Department's rules, but is not a type A or type B violation.

Administrator - the person who is directly responsible for the operation and administration of the facility, irrespective of the assigned title. (See Licensed Nursing Home Administrator)

Advocate - a person who represents the rights and interests of an individual as though they were the person's own, in order to realize the rights to which the individual is entitled, obtain needed services, and remove barriers to meeting the individual's needs.

AFFILIATE MEANS:

WITH RESPECT TO A PARTNERSHIP, EACH PARTNER THEREOF.

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WITH RESPECT TO A CORPORATION, EACH OFFICER, DIRECTOR AND STOCKHOLDER THEREOF.

WITH RESPECT TO A NATURAL PERSON: ANY PERSON RELATED IN THE FIRST DEGREE OF KINSHIP TO THAT PERSON; EACH PARTNERSHIP AND EACH PARTNER THEREOF OF WHICH THAT PERSON OR ANY AFFILIATE OF THAT PERSON IS A PARTNER; AND EACH CORPORATION IN WHICH THAT PERSON OR ANY AFFILIATE OF THAT PERSON IS AN OFFICER, DIRECTOR OR STOCKHOLDER. (Section 1-106 of the Act)

Aide or Orderly - any person providing direct personal care, training or habilitation services to residents.

Alteration - any construction change or modification of an existing building which does not increase the area or cubic content of the building.

Ambulatory Resident - a person who is physically and mentally capable of walking without assistance, or is physically able with guidance to do so, including the ascent and descent of stairs.

APPLICANT - ANY PERSON MAKING APPLICATION FOR A LICENSE.
(Section 1-107 of the Act)

Appropriate - term used to indicate that a requirement is to be applied according to the needs of a particular individual or situation.

Assessment - the use of an objective system with which to evaluate the physical, social, developmental, behavioral, and psychosocial aspects of an individual.

Audiologist - a person who is certified or is eligible for a certificate of clinical competence in audiology granted by the American Speech and Hearing Association under its requirements in effect on the publication of this provision or meets the educational requirements for certification; and is in the process of accumulating the supervised experience required for certification.

Autism - A syndrome described as consisting of withdrawal, very inadequate social relationships, exceptional object relationships, language disturbances and monotonously repetitive motor behavior; many children with autism will also be seriously impaired in general intellectual functioning; ~~mm~~ Mental illness observed in young children characterized by severe withdrawal and inappropriate response to external stimulation.

Autoclave - an apparatus for sterilizing by superheated steam under pressure.

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Auxiliary Personnel - all nursing personnel in intermediate care facilities and skilled nursing facilities other than licensed personnel.

Basement - when used in this Part means any story or floor level below the main or street floor. Where due to grade difference, there are two levels each qualifying as a street floor, a basement is any floor below the level of the two street floors. Basements shall not be counted in determining the height of a building in stories.

Behavior Modification - treatment to be used to establish or change behavior patterns.

Cerebral Palsy - a disorder dating from birth or early infancy, nonprogressive, characterized by examples of aberrations of motor function (paralysis, weakness, incoordination) and often other manifestations of organic brain damage such as sensory disorders, seizures, mental retardation, learning difficulty and behavior disorders.

Certification for Title XVIII and XIX - the issuance of a document by the Department to the Department of Health and Human Services or the Department of Public Aid verifying compliance with applicable statutory or regulatory requirements for the purposes of participation as a provider of care and service in a specific Federal or State health program.

Charge Nurse - a charge nurse is a registered professional nurse or a licensed practical nurse in charge of the nursing activities for a specific unit or floor during a tour of duty.

Child Care/Habilitation Aide - any person who provides nursing, personal or rehabilitative care to residents of licensed Long-Term Care Facilities for Persons Under 22 Years of Age, regardless of title, and who is not otherwise licensed, certified or registered by the Department of Professional Regulation to render such care. Child Care/Habilitation aides must function under the supervision of a licensed nurse.

Community Alternatives - service programs in the community provided as an alternative to institutionalization.

Community Living Facility - see Facility, Community Living.

Continuing Care Contract - a contract through which a facility agrees to supplement all forms of financial support for a resident throughout the remainder of the resident's life.

Contract - a binding agreement between a resident or the resident's guardian (or, if the resident is a minor, the resident's parent) and the facility or its agent.

Corporal Punishment - painful stimuli inflicted directly upon the body.

Cruelty and Indifference to Welfare of the Resident - failure to provide a resident with the

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care and supervision he requires; or, the infliction of mental or physical abuse. Examples of physical abuse are restraining a resident, striking, slapping, hitting, or withholding food as punishment. Examples of mental abuse are swearing, threatening and seclusion.

Dentist - any person licensed by the State of Illinois to practice dentistry, includes persons holding a Temporary Certificate of Registration, as provided in the Illinois Dental Practice Act (Ill. Rev. Stat. 1989, ch. 111, par. 2301 et seq.).

Department - as used in this Part means the Illinois Department of Public Health.

Developmentally Disabled - those individuals whose disability is attributable to mental retardation, cerebral palsy, epilepsy, autism, or other pathological conditions which generally originate before such individuals attain age 18, and which continue, or can be expected to continue, indefinitely, and which constitute a substantial functioning handicap to such individuals.

Developmental Disability - a severe, chronic disability of a person which:

is attributable to a mental or physical impairment or combination of mental and physical impairment or combination of mental and physical impairments;

is manifest before age 22;

is likely to continue indefinitely;

results in substantial functional limitations in three or more of the following areas of major life activities:

self-care;

receptive and expressive language;

learning;

mobility;

self-direction;

capacity for independent living; and

economic self-sufficiency; and

reflects the persons's needs for a combination and sequence of special,

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interdisciplinary, or generic care, treatment, or other services which are of life-long or extended duration and individually planned and coordinated.

Dietetic Service Supervisor - a person who:

is a qualified dietitian; or

is a graduate of a dietetic technician or dietetic assistant training program, corresponding or classroom, approved by the American Dietetic Association; or

is a graduate of a Department-approved course that provides 90 or more hours of classroom instruction in food service supervision and has had experience as a supervisor in a health care institution, which included consultation from a dietitian; or

has training and experience in food service supervision and management in a military service equivalent in content to the program in paragraph (2) or (3) of this definition.

Dietitian - a person who:

is eligible for registration by the American Dietetic Association; or

has a baccalaureate degree with major studies in food and nutrition, dietetics, and food service management, has one year of supervisory experience in the dietetic service of a health care institution, and participates annually in continuing dietetic education.

Direct Supervision - means that work is performed under the guidance and direction of a supervisor who is responsible for the work, who plans work and methods, who is available on short notice to answer questions and deal with problems that are not strictly routine, who regularly reviews the work performed, and who is accountable for the results.

DIRECTOR - THE DIRECTOR OF PUBLIC HEALTH OR HIS DESIGNEE.
(Section 1-110 of the Act)

Director of Nursing Service - the full-time Professional Registered Nurse who is directly responsible for the immediate supervision of the nursing services.

DISCHARGE - THE FULL RELEASE OF ANY RESIDENT FROM A FACILITY.
(Section 1-111 of the Act)

Distinct Part - an entire, physically identifiable unit consisting of all of the beds within that unit and having facilities meeting the standards applicable to the levels of service to be provided. Staff and services for a distinct part are established as set forth in the respective

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regulations governing the levels of services approved for the distinct part.

Emergency - a situation, physical condition or one or more practices, methods or operations which present imminent danger of death or serious physical or mental harm to residents of a facility.

Epilepsy - a chronic symptom of cerebral dysfunction, characterized by recurrent attacks, involving changes in the state of consciousness, sudden in onset, and of brief duration. Many attacks are accompanied by a seizure in which the person falls involuntarily.

Equivalent of a Graduate Licensed Practical Nurse - a licensed practical nurse, licensed by waiver who successfully passes the proficiency examination approved by the U.S. Department of Health and Human Services shall be considered the equivalent of a licensed practical nurse who is a graduate of an approved school of practical nursing for the purposes of this Part.

Existing Long-Term Care Facility - any facility initially licensed as a health care facility or approved for construction by the Department, or any facility initially licensed or operated by any other agency of the State of Illinois, prior to March 1, 1980. Existing long-term care facilities shall meet the design and construction standards for existing facilities for the level of long-term care for which the license (new or renewal) is to be granted.

Facility, Community Living - a place of residence as limited in these standards for between five and 80 ambulatory adults who are mildly or moderately mentally retarded with a potential for being absorbed into the mainstream of community life.

Facility, Intermediate Care - a facility which provides basic nursing care and other restorative services under periodic medical direction. Many of these services may require skill in administration. Such facilities are for residents who have long-term illnesses or disabilities which may have reached a relatively stable plateau.

Facility, Intermediate Care for the Developmentally Disabled - when used in this Part is a facility of three or more persons, or distinct part thereof, serving residents of which more than 50 percent are developmentally disabled. Facilities with any number less than 50 percent of developmentally disabled residents, who are determined by the Department with consultation from the Division of Developmental Disabilities, Illinois Department of Mental Health and Developmental Disabilities to need organized social support and training programs, must comply with the program requirements in this Part ~~these minimum~~ Standards.

FACILITY OR LONG-TERM CARE FACILITY - A PRIVATE HOME, INSTITUTION, BUILDING, RESIDENCE, OR ANY OTHER PLACE, WHETHER OPERATED FOR PROFIT OR NOT, OR A COUNTY HOME FOR THE INFIRM AND CHRONICALLY

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ILL OPERATED PURSUANT TO THE COUNTY HOME ACT (Ill. Rev. Stat. 1989, ch. 34, par. 5361 et seq.), AS NOW OR HEREFTER AMENDED, OR BY A COUNTY PURSUANT TO "AN ACT IN RELATION TO HOMES FOR THE AGED" (Ill. Rev. Stat. 1989, ch. 34, par. 3561 et seq.) as now or hereafter amended, OR ANY SIMILAR INSTITUTION OPERATED BY A POLITICAL SUBDIVISION OF THE STATE OF ILLINOIS, WHICH PROVIDES, THROUGH ITS OWNERSHIP OR MANAGEMENT, PERSONAL CARE, SHELTERED CARE OR NURSING FOR THREE OR MORE PERSONS, NOT RELATED TO THE APPLICANT OR OWNER BY BLOOD OR MARRIAGE. IT INCLUDES SKILLED NURSING FACILITIES AND INTERMEDIATE CARE FACILITIES AS THOSE TERMS ARE DEFINED IN TITLE XVIII AND TITLE XIX OF THE FEDERAL SOCIAL SECURITY ACT (42 U.S.C.A. 1395 et seq. and 1936 et seq.). A "facility" may consist of more than one building as long as the buildings are on the same tract, or adjacent tracts of land. However, there shall be no more than one "facility" in any one building. "FACILITY" DOES NOT INCLUDE THE FOLLOWING:

A HOME, INSTITUTION, OR OTHER PLACE OPERATED BY THE FEDERAL GOVERNMENT OR AGENCY THEREOF, OR BY THE STATE OF ILLINOIS;

A HOSPITAL, SANITARIUM, OR OTHER INSTITUTION WHOSE PRINCIPAL ACTIVITY OR BUSINESS IS THE DIAGNOSIS, CARE, AND TREATMENT OF HUMAN ILLNESS THROUGH THE MAINTENANCE AND OPERATION AS ORGANIZED FACILITIES THEREFORE, WHICH IS REQUIRED TO BE LICENSED UNDER THE HOSPITAL LICENSING ACT (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 142 et seq.) AS NOW OR HEREFTER AMENDED;

ANY "FACILITY FOR CHILD CARE" AS DEFINED IN THE CHILD CARE ACT OF 1969 (Ill. Rev. Stat. 1989, ch. 23, par. 2211 et seq.) AS NOW OR HEREFTER AMENDED; OR

ANY NURSING HOME OR SANATORIUM OPERATED SOLELY BY AND FOR PERSONS WHO RELY EXCLUSIVELY UPON TREATMENT BY SPIRITUAL MEANS THROUGH PRAYER, IN ACCORDANCE WITH THE CREED OR TENETS OF ANY WELL-RECOGNIZED CHURCH OR RELIGIOUS DENOMINATION. HOWEVER, SUCH NURSING HOME OR SANATORIUM SHALL COMPLY WITH ALL LOCAL LAWS AND RULES RELATING TO SANITATION AND SAFETY. (Section 1-113 of the Act)

Facility, Long-Term Care, for Residents Under 22 Years of Age - when used in these standards is synonymous with a long-term care facility for residents under 22 years of age, which facility provides total habilitative health care to residents who require specialized treatment, training and continuous nursing care because of medical or developmental disabilities.

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Facility, Sheltered Care - when used in this Part is synonymous with a sheltered care facility, which facility provides maintenance, and personal care and oversight.

Facility, Skilled Nursing - when used in this Part is synonymous with a skilled nursing facility. A skilled nursing facility provides skilled nursing care, continuous skilled nursing observations, restorative nursing, and other services under professional direction with frequent medical supervision. Such facilities are provided for patients who need the type of care and treatment required during the post acute phase of illness or during recurrences of symptoms in long-term illness.

Financial Responsibility - sufficient assets to provide adequate services such as: staff, heat, laundry, foods, supplies, and utilities for at least a two-month period of time.

Full-time - means on duty a minimum of 36 hours, four days per week.

Goal - an expected result or condition that involves a relatively long period of time to achieve, that is specified in behavioral terms in a statement of relatively broad scope, and that provides guidance in establishing specific, short-term objectives directed toward its attainment.

Governing Body - the policy-making authority, whether an individual or a group, that exercises general direction over the affairs of a facility and establishes policies concerning its operation and the welfare of the individuals it serves.

GUARDIAN - A PERSON APPOINTED AS A GUARDIAN OF THE PERSON OR GUARDIAN OF THE ESTATE OR BOTH, OF A RESIDENT UNDER THE PROBATE ACT OF 1975 (Ill. Rev. Stat. 1989, ch. 110 1/2, par. 1-1 et seq.) AS NOW OR HEREFTER AMENDED. (Section 1-114 of the Act)

Habilitation - an effort directed toward the alleviation of a disability or toward increasing a person's level of physical, mental, social or economic functioning. Habilitation may include, but is not limited to, diagnosis, evaluation, medical services, residential care, day care, special living arrangements, training, education, sheltered employment, protective services, counseling and other services.

Health Services Supervisor - (Director of Nursing Service) the full-time Registered Nurse, or Licensed Practical Nurse, who is directly responsible for the immediate supervision of the health services in an Intermediate Care Facility.

Home for the Aged - any facility which is operated: by a not-for-profit corporation incorporated under, or qualified as a foreign corporation under, the General Not For Profit Corporation Act of 1986 as heretofore or hereafter amended (Ill. Rev. Stat. 1989, ch. 32, par. 101.01 et seq.); or, by a county pursuant to "AN ACT in relation to homes for the

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aged" as heretofore or hereafter amended (Ill. Rev. Stat. 1989, ch. 34, par. 3561 et seq.); or, pursuant to a trust or endowment established for nonprofit, charitable purposes, and which provides maintenance, personal care, nursing or sheltered care to three or more residents, 90 percent of whom are 60 or more years of age.

Hospitalization - the care and treatment of a person in a hospital as an in-patient.

House Manager - a qualified person on duty 40 hours a week managing the Community Living Facility and responsible for its operation and its inhabitants.

Individual Educational Program (IEP) - a written statement for each resident that provides for specific education and related services. The Individual Education Program may be incorporated into the Individual Habilitation Plan (IHP).

Individual Habilitation Plan (IHP) - a total plan of care that is developed by the interdisciplinary team for each resident, and that is developed on the basis of all assessment results.

Institutional Occupancy - when used in this Part means Health Care Facilities, Group (a), as defined in Chapter 10, paragraph 10-0001 of the Life Safety Code, National Fire Protection Association (1985⁶⁷ Edition).

Interdisciplinary Team - a group of persons that represents those professions, disciplines, or service areas that are relevant to identifying an individual's needs, and designs a program to meet those needs. This team shall include at least a physician, a social worker and other professionals. In Intermediate Care Facilities for The Developmentally Disabled (ICF/DD's) at least one member of the team shall be a Qualified Mental Retardation Professional.

Licensed Nursing Home Administrator - a person who is charged with the general administration and supervision of a facility and licensed under the Nursing Home Administrators Licensing and Disciplinary Act (Ill. Rev. Stat. 1989, ch. 111, par. 3651 et seq.), as now or hereafter amended.

Licensed Practical Nurse - a person with a valid Illinois license to practice as a practical nurse.

LICENSEE - THE PERSON OR ENTITY LICENSED TO OPERATE THE FACILITY AS PROVIDED UNDER THE ACT. (Section 1-115 of the Act)

Life Care Contract - a contract through which a facility agrees to provide maintenance and care for a resident throughout the remainder of the resident's life.

MAINTENANCE - FOOD, SHELTER, AND LAUNDRY SERVICES. (Section 1-116 of the Act)

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Maladaptive Behavior - impairment in adaptive behavior as determined by a clinical psychologist or by a physician. Impaired adaptive behavior may be reflected in delayed maturation, reduced learning ability or inadequate social adjustment.

Medical Record Practitioner - a person who: is eligible for certification as a registered record administrator (RRA) or an accredited record technician (ART), by the American Medical Record Association under its requirements; or is a graduate of a school of medical record science that is accredited jointly by the American Medical Association and the American Medical Record Association.

Mentally Retarded and Mental Retardation - subaverage general intellectual functioning originating during the developmental period and associated with maladaptive behavior.

Misappropriation of Property - using a resident's cash, clothing, or other possessions without authorization by the resident or the resident's authorized representative; failure to return valuables after a resident's discharge; or failure to refund money after death or discharge when there is an unused balance in the resident's personal account.

Mobile Nonambulatory - unable to walk independently or without assistance, but able to move from place to place with the use of devices such as walkers, crutches, wheelchairs, and wheeled platforms.

Mobile Resident - any resident who is able to move about either independently or with the aid of assistive devices such as walkers, crutches, wheelchairs, and wheeled platforms.

Monitor - a qualified person placed in a facility by the Department to observe operations of the facility, assist the facility by advising it on how to comply with the State regulations, and who reports periodically to the Department on the operations of the facility.

Multidisciplinary - see Interdisciplinary Team.

NEGLECT - A FAILURE IN A FACILITY TO PROVIDE ADEQUATE MEDICAL OR PERSONAL CARE OR MAINTENANCE, WHICH FAILURE RESULTS IN PHYSICAL OR MENTAL INJURY TO A RESIDENT OR IN THE DETERIORATION OF A RESIDENT'S PHYSICAL OR MENTAL CONDITION. (Section 1-117 of the Act)

New Long-Term Care Facility - any facility initially licensed as a health care facility by the Department, or any facility initially licensed or operated by any other agency of the State of Illinois, on or after March 1, 1980. New long-term care facilities shall meet the design and construction standards for new facilities for the level of long-term care for which the license (new or renewal) is to be granted.

Normalization - the principle of helping individuals to obtain an existence as close to

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normal as possible, by making available to them patterns and conditions of everyday life that are as close as possible to the norms and patterns of the mainstream of society.

NURSE - A REGISTERED NURSE OR A LICENSED PRACTICAL NURSE AS DEFINED IN THE ILLINOIS NURSING ACT OF 1987 (Ill. Rev. Stat. 1989, ch. 111, par. 3501 et seq.) AS NOW OR HEREAFTER AMENDED. (Section 1-118 of the Act)

Nursing Assistant - Any person who provides nursing care or personal care to residents of licensed long-term care facilities, regardless of title, and who is not otherwise licensed, certified or registered by the Department of Professional Regulation to render medical care. Other titles often used to refer to nursing assistants include, but are not limited to, nurse's aide, orderly and nurse technician. Nursing assistants must function under the supervision of a licensed nurse.

Nursing Care - a complex of activities which carries out the diagnostic, therapeutic, and rehabilitative plan as prescribed by the physician; care for the resident's environment; observing symptoms and reactions and taking necessary measures to carry out nursing procedures involving understanding of cause and effect in order to safeguard life and health.

Nursing Unit - a physically identifiable distinct part of a facility consisting of all the beds within the distinct part, but having no more than 75 beds, none of which are more than 120 feet from the nurse's station.

Objective - an expected result or condition that involves a relatively short period of time to achieve, that is specified in behavioral terms, and that is related to the achievement of a goal.

Occupational Therapist, Registered (OTR) - a person who is registered with the Department of Professional Regulation as an occupational therapist under the Illinois Occupational Therapy Practice Act (Ill. Rev. Stat. 1989, ch. 111, par. 3701 et seq.).

Occupational Therapy Assistant - a person who is registered with the Department of Professional Regulation as a certified occupational therapy assistant under the Illinois Occupational Therapy Practice Act.

Operator - the person responsible for the control, maintenance and governance of the facility, its personnel and physical plant.

Oversight - general watchfulness and appropriate action to meet the total needs of the residents, exclusive of nursing or personal care. Oversight shall include, but is not limited to, social, recreational and employment opportunities for residents who, by reason of mental disability, or in the opinion of a licensed physician, are in need of residential care.

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OWNER - THE INDIVIDUAL, PARTNERSHIP, CORPORATION, ASSOCIATION OR OTHER PERSON WHO OWNS A FACILITY. IN THE EVENT A FACILITY IS OPERATED BY A PERSON WHO LEASES THE PHYSICAL PLANT, WHICH IS OWNED BY ANOTHER PERSON, "OWNER" MEANS THE PERSON WHO OPERATES THE FACILITY, EXCEPT THAT IF THE PERSON WHO OWNS THE PHYSICAL PLANT IS AN AFFILIATE OF THE PERSON WHO OPERATES THE FACILITY AND HAS SIGNIFICANT CONTROL OVER THE DAY-TO-DAY OPERATIONS OF THE FACILITY, THE PERSON WHO OWNS THE PHYSICAL PLANT SHALL INCUR JOINTLY AND SEVERALLY WITH THE OWNER ALL LIABILITIES IMPOSED ON AN OWNER UNDER THE ACT. (Section 1-119 of the Act)

Person - any individual, partnership, corporation, association, municipality, political subdivision, trust, estate or other legal entity whatsoever.

PERSONAL CARE - ASSISTANCE WITH MEALS, DRESSING, MOVEMENT, BATHING, OR OTHER PERSONAL NEEDS, OR GENERAL SUPERVISION AND OVERSIGHT OF THE PHYSICAL AND MENTAL WELL-BEING OF AN INDIVIDUAL, EXCLUSIVE OF NURSING, WHO BECAUSE OF AGE, PHYSICAL OR MENTAL DISABILITY, EMOTIONAL OR BEHAVIOR DISORDER, OR MENTAL RETARDATION IS INCAPABLE OF MAINTAINING A PRIVATE, INDEPENDENT RESIDENCE, OR WHO IS INCAPABLE OF MANAGING HIS PERSON WHETHER OR NOT A GUARDIAN HAS BEEN APPOINTED. (Section 1-120 of the Act)

Pharmacist, Registered - a person who holds a certificate of registration as a registered pharmacist, a local registered pharmacist or a registered assistant pharmacist under the Pharmacy Practice Act of 1987 (Ill. Rev. Stat. 1989, ch. 111, par. 4121 et seq.).

Physical Therapy Assistant - a person who has graduated from a two year college level program approved by the American Physical Therapy Association.

Physical Therapist - a person who is registered with the Department of Professional Regulation as a physical therapist under the Illinois Physical Therapy Act (Ill. Rev. Stat. 1989, ch. 111 par. 4251 et seq.).

Physician - any person licensed by the State of Illinois to practice medicine in all its branches as provided in the Medical Practice Act of 1987 (Ill. Rev. Stat. 1989, ch. 111, par. 4400-1 et seq.).

Probationary License - an initial license issued for a period of 120 days during which time the Department will determine the qualifications of the applicant.

Program Coordinator - a qualified person directly responsible for the overall program, operation and management of a Community Living Facility.

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Psychiatrist - a physician who has had at least three years of formal training or primary experience in the diagnosis and treatment of mental illness.

Psychologist - a person who is licensed by the Illinois Department of Professional Regulation to practice clinical psychology under the Clinical Psychologist Licensing Act (Ill. Rev. Stat. 1989, ch. 111, par. 5351 et seq.).

Qualified Mental Retardation Professional - a person who has at least one year of experience working directly with individuals with developmental disabilities and meets at least one of the following additional qualifications:

Be a physician as defined in this Section.

Be a registered nurse as defined in this Section.

Hold at least a bachelor's degree in one of the following fields: occupational therapy, physical therapy, psychology, social work, speech or language pathology, recreation (or a recreational specialty area such as art, dance, music, or physical education), dietary services or dietetics, or a human services field (such as sociology, special education, or rehabilitation counseling).

Qualified Professional - a person who meets the educational, technical and ethical criteria of a health care profession, as evidenced by eligibility for membership in an organization established by the profession for the purpose of recognizing those persons who meet such criteria; and who is licensed, registered, or certified by the State of Illinois, if required.

REASONABLE VISITING HOURS - ANY TIME BETWEEN THE HOURS OF 10 A.M. AND 8 P.M. DAILY. (Section 1-121 of the Act)

Registered Nurse - a person with a valid Illinois license from the Illinois Department of Professional Regulation to practice as a registered professional nurse under the Illinois Nursing Act of 1987 (Ill. Rev. Stat. 1989, ch. 111, par. 3501 et seq.).

REPEAT VIOLATION - FOR PURPOSES OF ASSESSING FINES UNDER SECTION 3-305 OF THE ACT, A VIOLATION THAT HAS BEEN CITED DURING ONE INSPECTION OF THE FACILITY FOR WHICH A SUBSEQUENT INSPECTION INDICATES THAT AN ACCEPTED PLAN OF CORRECTION WAS NOT COMPLIED WITH, WITHIN A PERIOD OF NOT MORE THAN TWELVE MONTHS FROM THE ISSUANCE OF THE INITIAL VIOLATION. A REPEAT VIOLATION SHALL NOT BE A NEW CITATION OF THE SAME RULE, UNLESS THE LICENSEE IS NOT SUBSTANTIALLY ADDRESSING THE ISSUE ROUTINELY THROUGHOUT THE FACILITY. (Section 3-305(7) of the Act)

Reputable Moral Character - having no history of a conviction of the applicant, or if the

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applicant is a firm, partnership, or association, of any of its members, or of a corporation, of any of its officers, or directors, or of the person designated to manage or supervise the facility, of a felony, or of two or more misdemeanors involving moral turpitude, as shown by a certified copy of the record of the court of conviction, or in the case of the conviction of a misdemeanor by a court not of record, as shown by other evidence; or other satisfactory evidence that the moral character of the applicant, or manager, or supervisor of the facility is not reputable.

RESIDENT - PERSON RESIDING IN AND RECEIVING PERSONAL CARE FROM A FACILITY. (Section 1-122 of the Act)

Resident Services Director - the full-time administrator, or an individual on the professional staff in the facility, who is directly responsible for the coordination and monitoring of the residents' overall plans of care in an intermediate care facility.

RESIDENT'S REPRESENTATIVE - A PERSON OTHER THAN THE OWNER, OR AN AGENT OR EMPLOYEE OF A FACILITY NOT RELATED TO THE RESIDENT, DESIGNATED IN WRITING BY A RESIDENT TO BE HIS REPRESENTATIVE, OR THE RESIDENT'S GUARDIAN, OR THE PARENT OF A MINOR RESIDENT FOR WHOM NO GUARDIAN HAS BEEN APPOINTED. (Section 1-123 of the Act)

Restorative Care - a health care process designed to assist residents to attain and maintain the highest degree of function of which they are capable (physical, mental, and social).

Restraint - any physical, mechanical, or chemical means, or the use thereof, that restricts movement of the limbs, head, or body of a resident, except when used as a safety device or as part of a medically prescribed procedure for the treatment of an existing physical disorder or the amelioration of a physical or emotional handicap.

Mechanical restraint is any mechanical device, or use thereof, that so restricts movement.

Physical restraint is the use of personal human force that so restricts movement.

Chemical restraint is the use of any chemical that so restricts movement.

Mechanical supports used to achieve proper body position and balance are not restraints. The partial or total immobilization of a resident for the purpose of performing a medical/surgical procedure is not restraint.

Restriction - the placement of a limitation on a resident's rights, which includes the use of restraints, confinement, aversive stimuli, and time out exceeding 15 minutes at any one time.

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Room - a part of the inside of a facility that is partitioned continuously from floor to ceiling with openings closed with glass or hinged doors.

Safety Device - any equipment or protective device used on a bed, chair, or resident which prevents him from falling or otherwise injuring himself. Examples are: bedside rails; geriatric or adaptive chairs; a wide band, vest or sheet applied to prevent falling out of a bed or chair; and hand socks applied to prevent injuring one's self.

Sanitization - the reduction of pathogenic organisms on a utensil surface to a safe level, which is accomplished through the use of steam, hot water, or chemicals.

Satisfactory - same as adequate.

Seclusion - the retention of a resident in a room which the resident cannot open.

Self Preservation - the ability to follow directions and recognize impending danger or emergency situations and react by avoiding or leaving the unsafe area.

SHELTERED CARE - MAINTENANCE AND PERSONAL CARE. (Section 1-124 of the Act)

Social Worker, Qualified - a person who:

is a licensed social worker or a licensed clinical social worker under the Clinical Social Work and Social Work Practice Act (Ill. Rev. Stat. 1989, ch. 111, par. 6351 et seq.); and

is a graduate of a school of social work which has been approved by the Council on Social Work Education (some schools are approved for Bachelor's Degree programs and others for Master's Degree programs); and

has one year of social work experience in a health care setting.

State Fire Marshal - the Fire Marshal of the Office of the State Fire Marshal, Division of Fire Prevention.

Sterilization - the act or process of destroying completely all forms of microbial life, including viruses.

STOCKHOLDER OF A CORPORATION - ANY PERSON WHO, DIRECTLY OR INDIRECTLY, BENEFICIALLY OWNS, HOLDS OR HAS THE POWER TO VOTE, AT LEAST FIVE PERCENT OF ANY CLASS OF SECURITIES ISSUED BY THE CORPORATION. (Section 1-125 of the Act)

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Story - when used in this Part means that portion of a building between the upper surface of any floor and the upper surface of the floor above except that the topmost story shall be the portion of a building between the upper surface of the topmost floor and the upper surface of the roof above.

STUDENT INTERN - MEANS ANY PERSON WHOSE TOTAL TERM OF EMPLOYMENT IN ANY FACILITY DURING ANY 12-MONTH PERIOD IS EQUAL TO OR LESS THAN 90 CONTINUOUS DAYS, AND WHOSE TERM OF EMPLOYMENT IS EITHER:

AN ACADEMIC CREDIT REQUIREMENT IN A HIGH SCHOOL OR UNDERGRADUATE INSTITUTION;² OR

IMMEDIATELY SUCCEEDS A FULL QUARTER, SEMESTER OR TRIMESTER OF ACADEMIC ENROLLMENT IN EITHER A HIGH SCHOOL OR UNDERGRADUATE INSTITUTION, PROVIDED THAT SUCH PERSON IS REGISTERED FOR ANOTHER FULL QUARTER, SEMESTER OR TRIMESTER OF ACADEMIC ENROLLMENT IN EITHER A HIGH SCHOOL OR UNDERGRADUATE INSTITUTION WHICH QUARTER, SEMESTER OR TRIMESTER WILL COMMENCE IMMEDIATELY FOLLOWING THE TERM OF EMPLOYMENT. (Section 1-125.1 of the Act)

Substantial - meeting requirements except for variance from the strict and literal performance, which results in unimportant omissions or defects given the particular circumstances involved. This definition is limited to the phrase as used in Sections 390.280(q)(8), 390.280(k)(2) and 390.280(k)(4).

Substantial failure - the failure to meet requirements other than a variance from the strict and literal performance, which results in unimportant omissions or defects given the particular circumstances involved. This definition is limited to the phrase as used in Sections 390.180(b)(1) and 390.260(f).

Sufficient - Same as adequate.

Supervision - authoritative procedural guidance by a qualified person for the accomplishment of a function or activity within his sphere of competence, with initial direction and periodic inspection of the actual act of accomplishing the function or activity. Unless otherwise stated in this Part, the supervisor must be on the premises if the person does not meet assistant level (two-year training program) qualifications specified in these definitions.

Therapeutic Recreation Specialist - a person who is certified by the National Council for Therapeutic Recreation Certification and who meets the minimum standards it has

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established for classification as a Therapeutic Recreation Specialist.

Time Out - removing an individual from a situation that results in undesirable behavior. It is a behavior modification procedure which is developed and implemented under the supervision of a qualified professional.

TITLE XVIII - TITLE XVIII OF THE FEDERAL SOCIAL SECURITY ACT AS NOW OR HEREAFTER AMENDED. (Section 1-126 of the Act)

TITLE XIX - TITLE XIX OF THE FEDERAL SOCIAL SECURITY ACT AS NOW OR HEREAFTER AMENDED. (Section 1-127 of the Act)

TRANSFER - A CHANGE IN STATUS OF A RESIDENT'S LIVING ARRANGEMENTS FROM ONE FACILITY TO ANOTHER FACILITY. (Section 1-128 of the Act)

TYPE A VIOLATION - A VIOLATION OF THE ACT OR OF THE RULES PROMULGATED THEREUNDER WHICH CREATES A CONDITION OR OCCURRENCE RELATING TO THE OPERATION AND MAINTENANCE OF A FACILITY PRESENTING A SUBSTANTIAL PROBABILITY THAT DEATH OR SERIOUS MENTAL OR PHYSICAL HARM TO A RESIDENT WILL RESULT THEREFROM. (Section 1-129 of the Act)

TYPE B VIOLATION - A VIOLATION OF THE ACT OR OF THE RULES PROMULGATED THEREUNDER WHICH CREATES A CONDITION OR OCCURRENCE RELATING TO THE OPERATION AND MAINTENANCE OF A FACILITY DIRECTLY THREATENING TO THE HEALTH, SAFETY OR WELFARE OF A RESIDENT. (Section 1-130 of the Act)

Unit - an entire physically identifiable residence area, in Community Living Facilities consisting of not less than five nor more than 20 beds, and having facilities meeting the standards applicable to the levels of service to be provided. Staff and services for each distinct resident area are established as set forth in the respective rule regulations governing the approved levels of service.

Universal Progress Notes - a common record with periodic narrative documentation by all persons involved in resident care.

Valid License - a license which is unsuspended, unrevoked and unexpired.

(Source: Amended at 16 Ill. Reg. 623, effective January 1, 1992)

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NOTICE OF ADOPTED AMENDMENTS1) Heading of the Part:

Sheltered Care Facilities Code

2) Code Citation:

77 Ill. Adm. Code 330

3) Section Numbers:

330.120	Amendments
330.330	Amendments

4) Statutory Authority:Nursing Home Care Act
Ill. Rev. Stat. 1989, ch. 111 1/2, par. 4151-101 et seq.5) Effective Date of Rules:

January 1, 1992.

6) Does this Rulemaking Contain an Automatic Repeal Date?Yes ☐ No ☒

If "yes," please specify the date: _____

7) Does this Rulemaking Contain Any Incorporations By Reference?Yes ☐ No ☒If "yes," please specify type: 6.02(a) ☐ or 6.02(b) ☐If "6.02(b)," was a copy of the approval form issued by the Joint Committee attached to this rulemaking? Yes ☐ No ☐8) Date Filed in Agency's Principal Office:

January 1, 1992

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March 22, 1991 - 15 Ill. Reg. 4338

10) Has the Joint Committee on Administrative Rules issued a Statement of Objections to these Rules? Yes ☐ No ☒

If "yes," please complete the following:

A) Statement of Objectives: _____ Ill. Reg. _____B) Agency Response: _____ Ill. Reg. _____C) Date Agency Response Submitted for Approval to the Joint Committee: _____11) Difference Between Proposal and Final Version:

The following changes were made in response to comments received during the first notice or public comment period:

No changes were made in the rules in response to comments received during the first notice period.

The following changes were made in response to comments and suggestions of the Joint Committee on Administrative Rules:

1. Section 330.120(c) was modified to state: "APPLICATION for a license to establish or OPERATE a sheltered care FACILITY SHALL BE MADE in writing and submitted, with other such information as the Department may require, ON FORMS provided by the Department (Section 3-103(1) of the Act)."

2. Section 330.120(g) was modified to state in part: "The Department MAY ISSUE LICENSES OR RENEWALS..."

3. The phrase "FOR PURPOSES OF ASSESSING FINES UNDER SECTION 3-305 OF THE ACT," was included in the definition of "Repeat Violation" in Section 330.330.

4. The "pre" in "pre-application" was deleted in Section 330.120.

In addition, various typographical, grammatical and form changes were made in response to the comments from the Administrative Code Division and the Joint Committee on Administrative Rules.

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- 12) Have all the changes agreed upon by the Agency and the Joint Committee been made as indicated in the agreement letter issued by the Joint Committee?

The Department has made all the changes to which it agreed with the Joint Committee.

- 13) Will the Rules Replace an Emergency Rule Currently in Effect?

Yes No X

- 14) Are there any other Amendments Pending on this Part? Yes No X

If Yes:

- 15) Summary and Purpose of Rules:

The rules in Part 330 govern the licensure of long-term care facilities that provide sheltered care. The amendments address issues encountered by the Department in the enforcement of the rules.

Section 330.120(g) - The Department is amending the requirements for application for licensure to implement Section 3-110 of the Nursing Home Care Act, which states that "the Director may issue licenses or renewals for periods of not less than 6 months nor more than 18 months in order to distribute the expiration dates of such licenses throughout the calendar year, and fees for such licenses shall be prorated on the basis of the portion of the year for which they are issued." The amended language explains how licenses will be issued so as to distribute the expiration dates throughout the calendar year. The amendment also sets forth the fee schedule.

Section 330.330 - The Department is adding a definition of the term "repeat violation," which is used to refer to a violation for which an accepted plan of correction was not complied with.

Statutory citations have been updated to the 1989 Illinois Revised Statutes.

- 16) Information and Questions regarding this Adopted Rulemaking shall be directed to:

Ms. Gail De Vito, Division of Governmental Affairs, Illinois Department of Public Health,
535 West Jefferson, Fifth Floor, Springfield, Illinois 62761, 217/782-6187.

The full text of the Adopted Amendments begins on the next page:

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TITLE 77 PUBLIC HEALTH
CHAPTER I: DEPARTMENT OF PUBLIC HEALTH
SUBCHAPTER c: LONG-TERM CARE FACILITIES

PART 330
SHELTERED CARE FACILITIES CODE

SUBPART A: GENERAL PROVISIONS

Section	
330.110	General Requirements
330.120	Application for License
330.130	Licenses
330.140	Issuance of an Initial License For a New Facility
330.150	Issuance of an Initial License Due to a Change of Ownership
330.160	Issuance of a Renewal License
330.165	Criteria for Adverse Licensure Actions
330.170	Denial of Initial License
330.175	Denial of Renewal of License
330.180	Revocation of License
330.190	Experimental Program Conflicting With Requirements
330.200	Inspections, Surveys, Evaluations and Consultation
330.210	Filing an Annual Attested Financial Statement
330.220	Information to Be Made Available to the Public By the Department
330.230	Information to Be Made Available to the Public By the Licensee
330.240	Municipal Licensing
330.250	Ownership Disclosure
330.260	Issuance of Conditional Licenses
330.270	Monitor and Receivership
330.272	Determination to Issue a Notice of Violation or Administrative Warning
330.274	Determination of the Level of a Violation
330.276	Notice of Violation
330.277	Administrative Warning
330.278	Plans of Correction
330.280	Reports of Correction
330.282	Conditions for Assessment of Penalties
330.284	Calculation of Penalties
330.286	Determination to Assess Penalties
330.288	Reduction or Waiver of Penalties
330.290	Quarterly List of Violators
330.300	Alcoholism Treatment Programs In Long-Term Care Facilities
330.310	Department May Survey Facilities Formerly Licensed
330.320	Waivers

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- 330.330 Definitions
330.340 Incorporated and Referenced Materials
- SUBPART B: ADMINISTRATION
- 330.510 Administrator

SUBPART C: POLICIES

- 330.710 Resident Care Policies
330.720 Admission and Discharges Policies
330.730 Contract Between Resident and Facility
330.740 Residents' Advisory Council
330.750 General Policies
330.760 Personnel Policies
330.765 Initial Health Evaluation for Employees
330.770 Disaster Preparedness
330.780 Serious Incidents and Accidents

SUBPART D: PERSONNEL

- 330.910 Personnel
330.913 Nursing and Personal Care Assistants (Repealed)
330.916 Student Interns
330.920 Consultation Services
330.930 Personnel Policies

SUBPART E: HEALTH SERVICES AND MEDICAL CARE OF RESIDENTS

- 330.1110 Medical Care Policies
330.1120 Personal Care
330.1130 Communicable Disease Policies
330.1135 Tuberculin Skin Test Procedures
330.1140 Behavior Emergencies

SUBPART F: RESTORATIVE SERVICES

- 330.1310 Activity Program
330.1320 Work Programs
330.1330 Written Policies for Restorative Services

SUBPART G: MEDICATIONS

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- 330.1510 Medication Policies
330.1520 Administration of Medication
330.1530 Labeling and Storage of Medications

SUBPART H: RESIDENT AND FACILITY RECORDS

- 330.1710 Resident Record Requirements
330.1720 Content of Medical Records
330.1730 Records Pertaining to Residents' Property
330.1740 Retention and Transfer of Resident Records
330.1750 Other Resident Record Requirements
330.1760 Retention of Facility Records
330.1770 Other Facility Record Requirements

SUBPART I: FOOD SERVICE

- 330.1910 Director of Food Services
330.1920 Dietary Staff in Addition to Director of Food Services
330.1930 Hygiene of Dietary Staff
330.1940 Diet Orders
330.1950 Adequacy of Diet and Meal Pattern
330.1960 Therapeutic Diets
330.1970 Scheduling of Meals
330.1980 Menu Planning
330.1990 Food Preparation and Service
330.2000 Food Handling Sanitation
330.2010 Kitchen Equipment, Utensils, and Supplies

SUBPART J: MAINTENANCE, HOUSEKEEPING AND LAUNDRY

- 330.2210 Maintenance
330.2220 Housekeeping
330.2230 Laundry Services

SUBPART K: FURNISHINGS, EQUIPMENT, AND SUPPLIES

- 330.2410 Furnishings
330.2420 Equipment and Supplies

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SUBPART L: WATER SUPPLY AND SEWAGE DISPOSAL

330.2610 Codes
 330.2620 Water Supply
 330.2630 Sewage Disposal
 330.2640 Plumbing

SUBPART M: DESIGN AND CONSTRUCTION STANDARDS FOR NEW SHELTERED CARE FACILITIES

330.2810 Applicable Requirements (Repealed)
 330.2820 Applicability of These Standards
 330.2830 Submission of a Program Narrative
 330.2840 New Constructions, Additions, Conversions, and Alterations
 330.2850 Preparation and Submission of Drawings and Specifications
 330.2860 First Stage Drawings
 330.2870 Second Stage Drawings
 330.2880 Architectural Drawings
 330.2890 Structural Drawings
 330.3000 Mechanical Drawings
 330.3010 Electrical Drawings
 330.3020 Additions to Existing Structures
 330.3030 Specifications
 330.3040 Building Codes
 330.3050 Site
 330.3060 General Building Requirements
 330.3070 Administration
 330.3080 Corridors
 330.3090 Bath and Toilet Rooms
 330.3100 Living, Dining, Activity Rooms
 330.3110 Bedrooms
 330.3120 Special Care Room
 330.3130 Kitchen
 330.3140 Laundry
 330.3150 Housekeeping, Service, and Storage
 330.3160 Plumbing
 330.3170 Heating
 330.3180 Electrical

SUBPART N: FIRE PROTECTION STANDARDS FOR NEW SHELTERED CARE FACILITIES

330.3310 Applicable Requirements (Repealed)

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330.3320 Applicability of These Standards
 330.3330 Fire Protection
 330.3340 Fire Department Service and Water Supply
 330.3350 General Building Requirements
 330.3360 Exit Facilities and Subdivision of Floor Areas
 330.3370 Stairways, Vertical Openings, and Doorways
 330.3380 Corridors
 330.3390 Exit Lights and Directional Signs
 330.3400 Hazardous Areas and Combustible Storage
 330.3410 Fire Alarm and Detection System
 330.3420 Fire Extinguishers, Electric Wiring, and Miscellaneous
 330.3430 Use of Fire Extinguishers, Evacuation Plan, and Fire Drills

SUBPART O: DESIGN AND CONSTRUCTION STANDARDS FOR EXISTING SHELTERED CARE FACILITIES

330.3610 Site
 330.3620 General Building Requirements
 330.3630 Administration
 330.3640 Corridors
 330.3650 Bath and Toilet Rooms
 330.3660 Living, Dining, and Activity Rooms
 330.3670 Bedrooms
 330.3680 Special Care Room
 330.3690 Kitchen
 330.3700 Laundry Room
 330.3710 Housekeeping and Service Rooms and Storage Space
 330.3720 Plumbing and Heating
 330.3730 Electrical

SUBPART P: FIRE PROTECTION STANDARDS FOR EXISTING SHELTERED CARE FACILITIES

330.3910 Fire Protection
 330.3920 Fire Department Service and Water Supply
 330.3930 Occupancy and Fire Areas
 330.3940 Exit Facilities and Subdivision of Floor Areas
 330.3950 Stairways, Vertical Openings, and Doorways
 330.3960 Exit and Fire Escape Lights and Directional Signs
 330.3970 Hazardous Areas and Combustible Storage
 330.3980 Fire Alarm and Detection System
 330.3990 Fire Extinguishers, Electric Wiring, and Miscellaneous
 330.4000 Use of Fire Extinguishers, Evacuation Plan, and Fire Drills

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SUBPART Q: RESIDENT'S RIGHTS

330.4210 General
330.4220 Medical and Personal Care Program

330.4230 Restraints

330.4240 Abuse and Neglect

330.4250 Communication and Visitation

330.4260 Resident's Funds

330.4270 Residents' Advisory Council

330.4280 Contract With Facility

330.4290 Private Right of Action

330.4300 Transfer or Discharge

330.4310 Complaint Procedures

330.4320 Confidentiality

330.4330 Facility Implementation

SUBPART R: DAY CARE PROGRAMS

330.4510 Day Care in Long-Term Care Facilities

330.APPENDIX A Interpretation, Components, and Illustrative Services for Sheltered Care

Facilities

330.APPENDIX B Classification of Distinct Part of a Facility For Different Levels of Service

330.APPENDIX C Forms for Day Care in Long-Term Care Facilities

330.APPENDIX D Criteria for Activity Directors Who Need Only Minimal Consultation

330.TABLE A Disaster Preparedness Parameters--Relative Humidity and Temperature

AUTHORITY: Implementing and authorized by the Nursing Home Care Act (Ill. Rev. Stat. 1989, ch. 111 1/2, pars. 4151-101 et seq.), as amended by Public Act 86-1198, effective October 1, 1990.

SOURCE: Emergency rules adopted at 4 Ill. Reg. 10, p. 807, effective March 1, 1980, for a maximum of 150 days; adopted at 4 Ill. Reg. 30, p. 933, effective July 28, 1980; amended at 6 Ill. Reg. 5981, effective May 3, 1982; amended at 6 Ill. Reg. 8198, effective June 29, 1982; amended at 6 Ill. Reg. 14547, effective November 8, 1982; amended at 6 Ill. Reg. 14681, effective November 15, 1982; amended at 7 Ill. Reg. 1963, effective January 28, 1983; amended at 7 Ill. Reg. 6973, effective May 17, 1983; amended at 7 Ill. Reg. 15825, effective November 15, 1983; amended at 8 Ill. Reg. 15596, effective August 15, 1984; amended at 8 Ill. Reg. 15941, effective August 17, 1984; codified at 8 Ill. Reg. 19790; amended at 8 Ill. Reg. 24241, effective November 28, 1984; amended at 8 Ill. Reg. 24696, effective December 7, 1984; amended at 9 Ill. Reg. 2952, effective February 25, 1985; amended at 9 Ill. Reg. 10974, effective July 1, 1985; amended at 11 Ill. Reg. 16879, effective October 1, 1987; amended at 12 Ill. Reg. 1017, effective December 24, 1987; amended at 12 Ill. Reg. 16870, effective October 1, 1988; emergency

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amendment at 12 Ill. Reg. 18939, effective October 24, 1988, for a maximum of 150 days; emergency expired March 23, 1989; amended at 13 Ill. Reg. 6562, effective April 17, 1989; amended at 13 Ill. Reg. 19580, effective December 1, 1989; amended at 14 Ill. Reg. 14928, effective October 1, 1990; amended at 15 Ill. Reg. 516, effective January 1, 1991; amended at 16 Ill. Reg. 651, effective January 1, 1992.

NOTE: Italics and capitalization denote statutory language.

Section 330.120 Application for License

- a) Any person acting individually or jointly with other persons who proposes to build, own, establish, or operate ~~an intermediate-care facility, or skilled-nursing sheltered care facility~~ shall submit ~~pre-application~~ information on forms provided by the Department. The Department shall be furnished a written description of the proposed program to be provided, and other such information as it may require in order to determine the appropriate level of care for which the facility should be licensed. The ~~pre-application~~ form and other required information shall be submitted and approved prior to surveys of the physical plant or review of building plans and specifications.

- b) ~~An pre-application~~ for a new facility shall be accompanied by a permit as required by the Illinois Health Facilities Planning Act (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 1151 et seq.).

- c) ~~APPLICATION for a license to establish or FOR A LICENSE TO ESTABLISH OR OPERATE a sheltered care AN INTERMEDIATE-CARE FACILITY, OR SKILLED-NURSING FACILITY SHALL BE MADE IN WRITING AND SUBMITTED, WITH OTHER SUCH INFORMATION AS THE DEPARTMENT MAY REQUIRE, in writing and submitted, with other such information as the Department may require, ON FORMS provided by the Department PROVIDED BY THE DEPARTMENT.~~ (Section 3-103(1) of the Act)

- d) ALL APPLICATIONS, EXCEPT THOSE OF HOMES FOR THE AGED, SHALL BE ACCOMPANIED BY AN APPLICATION FEE OF 200 DOLLARS. THE APPLICATION SHALL BE UNDER OATH AND THE SUBMISSION OF FALSE OR MISLEADING INFORMATION SHALL BE A CLASS A MISDEMEANOR. THE APPLICATION SHALL CONTAIN THE FOLLOWING INFORMATION:

- 1) THE NAME AND ADDRESS OF THE APPLICANT IF AN INDIVIDUAL, AND IF A FIRM, PARTNERSHIP, OR ASSOCIATION, OF EVERY MEMBER THEREOF, AND IN THE CASE OF A CORPORATION, THE NAME AND ADDRESS THEREOF AND OF ITS OFFICERS AND ITS REGISTERED AGENT, AND IN THE CASE OF A UNIT OF LOCAL GOVERNMENT, THE NAME AND ADDRESS OF ITS CHIEF

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APPLICATION IS APPROVED, THE APPLICANT SHALL ADVISE THE DEPARTMENT EVERY SIX MONTHS OF ANY CHANGES IN THE INFORMATION ORIGINALLY PROVIDED IN THE APPLICATION. (Section 3-103(3) of the Act)

2) The Department MAY ISSUE LICENSES OR RENEWALS FOR PERIODS OF NOT LESS THAN SIX (6) MONTHS NOR MORE THAN EIGHTEEN (18) MONTHS IN ORDER FOR THE DEPARTMENT TO DISTRIBUTE THE EXPIRATION DATES OF ALL LICENSES THROUGHOUT THE CALENDAR YEAR. THE FEES FOR THESE LICENSES ARE PRO-RATED ON THE BASIS OF THE PORTION OF THE YEAR FOR WHICH THEY ARE ISSUED. (Section 3-110 of the Act) The pro-rated fee will be as follows:

- 1) Six (6) months to less than twelve (12) months -- \$150.00;
- 2) Twelve (12) months to eighteen (18) months -- \$200.00.

(Source: Amended at 16 Ill. Reg. 651, effective January 1, 1992.)

Section 330.330 Definitions

The terms defined in this Section are terms that are used in one or more of the sets of licensing standards established by the Department to license various levels of long-term care. They are defined as follows:

ABUSE - ANY PHYSICAL OR MENTAL INJURY OR SEXUAL ASSAULT INFLICTED ON A RESIDENT OTHER THAN BY ACCIDENTAL MEANS IN A FACILITY. (Section 1-103 of the Act)

ACCESS - THE RIGHT TO:

ENTER ANY FACILITY;

COMMUNICATE PRIVATELY AND WITHOUT RESTRICTION WITH ANY RESIDENT WHO CONSENTS TO THE COMMUNICATION;

SEEK CONSENT TO COMMUNICATE PRIVATELY AND WITHOUT RESTRICTION WITH ANY RESIDENT;

INSPECT THE CLINICAL AND OTHER RECORDS OF A RESIDENT WITH THE EXPRESS WRITTEN CONSENT OF THE RESIDENT;

OBSERVE ALL AREAS OF THE FACILITY EXCEPT THE LIVING AREA

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EXECUTIVE OFFICER;

2) THE NAME AND LOCATION OF THE FACILITY FOR WHICH A LICENSE IS SOUGHT;

3) THE NAME OF THE PERSON OR PERSONS UNDER WHOSE MANAGEMENT OR SUPERVISION THE FACILITY WILL BE CONDUCTED;

4) THE NUMBER AND TYPE OF RESIDENTS FOR WHICH MAINTENANCE, PERSONAL CARE, OR NURSING IS TO BE PROVIDED; AND

5) SUCH INFORMATION RELATING TO THE NUMBER, EXPERIENCE, AND TRAINING OF THE EMPLOYEES OF THE FACILITY, ANY MANAGEMENT AGREEMENTS FOR THE OPERATION OF THE FACILITY, AND OF THE MORAL CHARACTER OF THE APPLICANT AND EMPLOYEES AS THE DEPARTMENT MAY DEEM NECESSARY. (Section 3-103(2) of the Act)

e) Ownership Change or Discontinuation

1) The license is not transferable. It is issued to a specific licensee and for a specific location. The license and the valid current renewal certificate immediately become void and shall be returned to the Department when the facility is sold, or leased; or when operation is discontinued; or when operation is moved to a new location; or when the licensee (if an individual) dies; or when the licensee (if a corporation or partnership) dissolves or terminates; or when the licensee (whatever the entity) ceases to be.

2) A license issued to a corporation shall become null, void and of no further effect upon the dissolution of the corporation. The license shall not be revived if the corporation is subsequently reinstated. A new license must be obtained in such cases.

9) EACH INITIAL APPLICATION SHALL BE ACCOMPANIED BY A FINANCIAL STATEMENT SETTING FORTH THE FINANCIAL CONDITION OF THE APPLICANT AND BY A STATEMENT FROM THE UNIT OF LOCAL GOVERNMENT HAVING ZONING JURISDICTION OVER THE FACILITY'S LOCATION STATING THAT THE LOCATION OF THE FACILITY IS NOT IN VIOLATION OF A ZONING ORDINANCE. AN INITIAL APPLICATION FOR A NEW FACILITY SHALL BE ACCOMPANIED BY A PERMIT AS REQUIRED BY THE ILLINOIS HEALTH FACILITIES PLANNING ACT. AFTER THE

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OF ANY RESIDENT WHO PROTESTS THE OBSERVATION. (Section 1-104 of the Act)

Act - as used in this Part, the Nursing Home Care Act (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 4151-101 et seq., as amended by Public Act 86-1198, effective October 1, 1990).

Activity Program - a specific planned program of varied group and individual activities geared to the individual resident's needs and available for a reasonable number of hours each day.

Adaptive Behavior - the effectiveness or degree with which the individual meets the standards of personal independence and social responsibility expected of his age and cultural group.

Addition - any construction attached to the original building which increases the area or cubic content of the building.

Adequate - enough in either quantity or quality, as determined by a reasonable person familiar with the professional standards of the subject under review, to meet the needs of the residents of a facility under the particular set of circumstances in existence at the time of review.

Administrative Warning - a notice to a facility issued by the Department under Section 330.277 of this Part and Section 3-303.2 of the Act, which indicates that a situation, condition, or practice in the facility violates the Act or the Department's rules, but is not a type A or type B violation.

Administrator - the person who is directly responsible for the operation and administration of the facility, irrespective of the assigned title. (See Licensed Nursing Home Administrator)

Advocate - a person who represents the rights and interests of an individual as though they were the person's own, in order to realize the rights to which the individual is entitled, obtain needed services, and remove barriers to meeting the individual's needs.

AFFILIATE MEANS:

WITH RESPECT TO A PARTNERSHIP, EACH PARTNER THEREOF.

WITH RESPECT TO A CORPORATION, EACH OFFICER, DIRECTOR AND STOCKHOLDER THEREOF.

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WITH RESPECT TO A NATURAL PERSON: ANY PERSON RELATED IN THE FIRST DEGREE OF KINSHIP TO THAT PERSON; EACH PARTNERSHIP AND EACH PARTNER THEREOF OF WHICH THAT PERSON OR ANY AFFILIATE OF THAT PERSON IS A PARTNER; AND EACH CORPORATION IN WHICH THAT PERSON OR ANY AFFILIATE OF THAT PERSON IS AN OFFICER, DIRECTOR OR STOCKHOLDER. (Section 1-106 of the Act)

Aide or Orderly - any person providing direct personal care, training or habilitation services to residents.

Alteration - any construction change or modification of an existing building which does not increase the area or cubic content of the building.

Ambulatory Resident - a person who is physically and mentally capable of walking without assistance, or is physically able with guidance to do so, including the ascent and descent of stairs.

APPLICANT - ANY PERSON MAKING APPLICATION FOR A LICENSE. (Section 1-107 of the Act)

Appropriate - term used to indicate that a requirement is to be applied according to the needs of a particular individual or situation.

Assessment - the use of an objective system with which to evaluate the physical, social, developmental, behavioral, and psychosocial aspects of an individual.

Audiologist - a person who is certified or is eligible for a certificate of clinical competence in audiology granted by the American Speech and Hearing Association under its requirements in effect on the publication of this provision or meets the educational requirements for certification; and is in the process of accumulating the supervised experience required for certification.

Autism - A syndrome described as consisting of withdrawal, very inadequate social relationships, exceptional object relationships, language disturbances and monotonously repetitive motor behavior; many children with autism will also be seriously impaired in general intellectual functioning; mental illness observed in young children characterized by severe withdrawal and inappropriate response to external stimulation.

Autoclave - an apparatus for sterilizing by superheated steam under pressure.

Auxiliary Personnel - all nursing personnel in intermediate care facilities and skilled

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nursing facilities other than licensed personnel.

Basement - when used in this Part means any story or floor level below the main or street floor. Where due to grade difference, there are two levels each qualifying as a street floor, a basement is any floor below the level of the two street floors.

Basements shall not be counted in determining the height of a building in stories.

Behavior Modification - treatment to be used to establish or change behavior patterns.

Cerebral Palsy - a disorder dating from birth or early infancy, nonprogressive, characterized by examples of aberrations of motor function (paralysis, weakness, incoordination) and often other manifestations of organic brain damage such as sensory disorders, seizures, mental retardation, learning difficulty and behavior disorders.

Certification for Title XVIII and XIX - the issuance of a document by the Department to the Department of Health and Human Services or the Department of Public Aid verifying compliance with applicable statutory or regulatory requirements for the purposes of participation as a provider of care and service in a specific Federal or State health program.

Charge Nurse - a charge nurse is a registered professional nurse or a licensed practical nurse in charge of the nursing activities for a specific unit or floor during a tour of duty.

Community Alternatives - service programs in the community provided as an alternative to institutionalization.

Community Living Facility - see Facility, Community Living.

Continuing Care Contract - a contract through which a facility agrees to supplement all forms of financial support for a resident throughout the remainder of the resident's life.

Contract - a binding agreement between a resident or the resident's guardian (or, if the resident is a minor, the resident's parent) and the facility or its agent.

Corporal Punishment - painful stimuli inflicted directly upon the body.

Cruelty and Indifference to Welfare of the Resident - failure to provide a resident with the care and supervision he requires; or, the infliction of mental or physical abuse. Examples of physical abuse are restraining a resident, striking, slapping, hitting, or withholding food as punishment. Examples of mental abuse are swearing,

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threatening and seclusion.

Dentist - any person licensed by the State of Illinois to practice dentistry, includes persons holding a Temporary Certificate of Registration, as provided in the Illinois Dental Practice Act (Ill. Rev. Stat. 1989, ch. 111, par. 2301 et seq.).

Department - as used in these standards means the Illinois Department of Public Health.

Developmentally Disabled - those individuals whose disability is attributable to mental retardation, cerebral palsy, epilepsy, autism, or other pathological conditions which generally originate before such individuals attain age 18, and which continue, or can be expected to continue, indefinitely, and which constitute a substantial functioning handicap to such individuals.

Developmental Disability - a severe, chronic disability of a person which:

is attributable to a mental or physical impairment or combination of mental and physical impairment or combination of mental and physical impairments;

is manifest before age 22;

is likely to continue indefinitely;

results in substantial functional limitations in three or more of the following areas of major life activities:

self-care;

receptive and expressive language;

learning;

mobility;

self-direction;

capacity for independent living; and

economic self-sufficiency; and

reflects the person's needs for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of

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life-long or extended duration and individually planned and coordinated.

Dietetic Service Supervisor - a person who:

is a qualified dietitian; or

is a graduate of a dietetic technician or dietetic assistant training program, corresponding or classroom, approved by the American Dietetic Association; or

is a graduate of a Department-approved course that provides 90 or more hours of classroom instruction in food service supervision and has had experience as a supervisor in a health care institution, which included consultation from a dietitian; or

has training and experience in food service supervision and management in a military service equivalent in content to the program in paragraph (2) or (3) of this definition.

Dietitian - a person who:

is eligible for registration by the American Dietetic Association; or

has a baccalaureate degree with major studies in food and nutrition, dietetics, and food service management, has one year of supervisory experience in the dietetic service of a health care institution, and participates annually in continuing dietetic education.

Direct Supervision - means that work is performed under the guidance and direction of a supervisor who is responsible for the work, who plans work and methods, who is available on short notice to answer questions and deal with problems that are not strictly routine, who regularly reviews the work performed, and who is accountable for the results.

DIRECTOR - THE DIRECTOR OF PUBLIC HEALTH OR HIS DESIGNEE.
(Section 1-110 of the Act)

Director of Nursing Service - the full-time Professional Registered Nurse who is directly responsible for the immediate supervision of the nursing services.

DISCHARGE - THE FULL RELEASE OF ANY RESIDENT FROM A FACILITY.
(Section 1-111 of the Act)

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Distinct Part - an entire, physically identifiable unit consisting of all of the beds within that unit and having facilities meeting the standards applicable to the levels of service to be provided. Staff and services for a distinct part are established as set forth in the respective regulations governing the levels of services approved for the distinct part.

Emergency - a situation, physical condition or one or more practices, methods or operations which present imminent danger of death or serious physical or mental harm to residents of a facility.

Epilepsy - a chronic symptom of cerebral dysfunction, characterized by recurrent attacks, involving changes in the state of consciousness, sudden in onset, and of brief duration. Many attacks are accompanied by a seizure in which the person falls involuntarily.

Equivalent of a Graduate Licensed Practical Nurse - a licensed practical nurse, licensed by waiver, who successfully passes the proficiency examination approved by the U.S. Department of Health and Human Services shall be considered the equivalent of a licensed practical nurse who is a graduate of an approved school of practical nursing for the purposes of this Part ~~these standards~~.

Existing Long-Term Care Facility - any facility initially licensed as a health care facility or approved for construction by the Department, or any facility initially licensed or operated by any other agency of the State of Illinois, prior to March 1, 1980. Existing long-term care facilities shall meet the design and construction standards for existing facilities for the level of long-term care for which the license (new or renewal) is to be granted.

Facility, Community Living - a place of residence as limited in these standards for between five and 80 ambulatory adults who are mildly or moderately mentally retarded with a potential for being absorbed into the mainstream of community life.

Facility, Intermediate Care - a facility which provides basic nursing care and other restorative services under periodic medical direction. Many of these services may require skill in administration. Such facilities are for residents who have long-term illnesses or disabilities which may have reached a relatively stable plateau.

Facility, Intermediate Care for the Developmentally Disabled - when used in this Part ~~these standards~~ is a facility of three or more persons, or distinct part thereof, serving residents of which more than 50 percent are developmentally disabled. Facilities with any number less than 50 percent of developmentally disabled residents, who are determined by the Department with consultation from the Division of Developmental Disabilities, Illinois Department of Mental Health and Developmental Disabilities to

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need organized social support and training programs, must comply with the program requirements in this Part ~~these minimum Standards.~~

FACILITY OR LONG-TERM CARE FACILITY - A PRIVATE HOME, INSTITUTION, BUILDING, RESIDENCE, OR ANY OTHER PLACE, WHETHER OPERATED FOR PROFIT OR NOT, OR A COUNTY HOME FOR THE INFIRM AND CHRONICALLY ILL OPERATED PURSUANT TO THE COUNTY HOME ACT (Ill. Rev. Stat. 1989, ch. 53, par. 61 et seq.), AS NOW OR HEREAFTER AMENDED, OR BY A COUNTY PURSUANT TO "AN ACT IN RELATION TO HOMES FOR THE AGED" (Ill. Rev. Stat. 1989, ch. 34, par. 3561 et seq.) AS NOW OR HEREAFTER AMENDED, OR ANY SIMILAR INSTITUTION OPERATED BY A POLITICAL SUBDIVISION OF THE STATE OF ILLINOIS, WHICH PROVIDES, THROUGH ITS OWNERSHIP OR MANAGEMENT, PERSONAL CARE, SHELTERED CARE OR NURSING FOR THREE OR MORE PERSONS, NOT RELATED TO THE APPLICANT OR OWNER BY BLOOD OR MARRIAGE. IT INCLUDES SKILLED NURSING FACILITIES AND INTERMEDIATE CARE FACILITIES AS THOSE TERMS ARE DEFINED IN TITLE XVIII AND TITLE XIX OF THE FEDERAL SOCIAL SECURITY ACT (42 U.S.C.A. 1395 et seq. and 1936 et seq.). A "facility" may consist of more than one building as long as the buildings are on the same tract, or adjacent tracts of land. However, there shall be no more than one "facility" in any one building. "FACILITY" DOES NOT INCLUDE THE FOLLOWING:

A HOME, INSTITUTION, OR OTHER PLACE OPERATED BY THE FEDERAL GOVERNMENT OR AGENCY THEREOF, OR BY THE STATE OF ILLINOIS;

A HOSPITAL, SANITARIUM, OR OTHER INSTITUTION WHOSE PRINCIPAL ACTIVITY OR BUSINESS IS THE DIAGNOSIS, CARE, AND TREATMENT OF HUMAN ILLNESS THROUGH THE MAINTENANCE AND OPERATION AS ORGANIZED FACILITIES THEREFOR, WHICH IS REQUIRED TO BE LICENSED UNDER THE HOSPITAL LICENSING ACT (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 142 et seq.) AS NOW OR HEREAFTER AMENDED; OR

ANY "FACILITY FOR CHILD CARE" AS DEFINED IN THE CHILD CARE ACT OF 1969 (Ill. Rev. Stat. 1989, ch. 23, par. 2211 et seq.) AS NOW OR HEREAFTER AMENDED; OR

ANY NURSING HOME OR SANATORIUM OPERATED SOLELY BY AND FOR PERSONS WHO RELY EXCLUSIVELY UPON TREATMENT BY SPIRITUAL MEANS THROUGH PRAYER, IN ACCORDANCE WITH THE CREED OR TENETS OF ANY WELL-RECOGNIZED CHURCH OR

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RELIGIOUS DENOMINATION. HOWEVER, SUCH NURSING HOME OR SANATORIUM SHALL COMPLY WITH ALL LOCAL LAWS AND RULES RELATING TO SANITATION AND SAFETY. (Section 1-113 of the Act)

Facility, Skilled Nursing - when used in this Part is synonymous with a skilled nursing facility. A skilled nursing facility provides skilled nursing care, continuous skilled nursing observations, restorative nursing, and other services under professional direction with frequent medical supervision. Such facilities are provided for patients who need the type of care and treatment required during the post acute phase of illness or during recurrences of symptoms in long-term illness.

Financial Responsibility - sufficient assets to provide adequate services such as: staff, heat, laundry, foods, supplies, and utilities for at least a two-month period of time.

Full-time - means on duty a minimum of 36 hours, four days per week.

Goal - an expected result or condition that involves a relatively long period of time to achieve, that is specified in behavioral terms in a statement of relatively broad scope, and that provides guidance in establishing specific, short-term objectives directed toward its attainment.

Governing Body - the policy-making authority, whether an individual or a group, that exercises general direction over the affairs of a facility and establishes policies concerning its operation and the welfare of the individuals it serves.

GUARDIAN - A PERSON APPOINTED AS A GUARDIAN OF THE PERSON OR GUARDIAN OF THE ESTATE, OR BOTH, OF A RESIDENT UNDER THE PROBATE ACT OF 1975 (Ill. Rev. Stat. 1989, ch. 110 1/2, par. 1-1 et seq.) AS NOW OR HEREAFTER AMENDED. (Section 1-114 of the Act)

Habilitation - an effort directed toward the alleviation of a disability or toward increasing a person's level of physical, mental, social or economic functioning. Habilitation may include, but is not limited to, diagnosis, evaluation, medical services, residential care, day care, special living arrangements, training, education, sheltered employment, protective services, counseling and other services.

Health Services Supervisor - (Director of Nursing Service) the full-time Registered Nurse, or Licensed Practical Nurse, who is directly responsible for the immediate supervision of the health services in an Intermediate Care Facility.

Home for the Aged - any facility which is operated: by a not-for-profit corporation incorporated under, or qualified as a foreign corporation under, the General Not For

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Profit Corporation Act of 1986, as heretofore or hereafter amended (Ill. Rev. Stat. 1989, ch. 32, par. 101.01 et seq.); or, by a county pursuant to "AN ACT in relation to homes for the aged", as heretofore or hereafter amended (Ill. Rev. Stat. 1989, ch. 34, par. 3561 et seq.); or, pursuant to a trust or endowment established for nonprofit, charitable purposes, and which provides maintenance, personal care, nursing or sheltered care to three or more residents, 90 percent of whom are 60 or more years of age.

Hospitalization - the care and treatment of a person in a hospital as an in-patient.

House Manager - a qualified person on duty 40 hours a week managing the Community Living Facility and responsible for its operation and its inhabitants.

Individual Educational Program (IEP) - a written statement for each resident that provides for specific education and related services. The Individual Education Program may be incorporated into the Individual Habilitation Plan (IHP).

Individual Habilitation Plan (IHP) - a total plan of care that is developed by the interdisciplinary team for each resident, and that is developed on the basis of all assessment results.

Institutional Occupancy - when used in this Part means Health Care Facilities, Group (a), as defined in Chapter 10, paragraph 10-0001 of the Life Safety Code, National Fire Protection Association (1985⁶⁷ Edition).

Interdisciplinary Team - a group of persons that represents those professions, disciplines, or service areas that are relevant to identifying an individual's needs, and designs a program to meet those needs. This team shall include at least a physician, a social worker and other professionals. In Intermediate Care Facilities for the Developmentally Disabled (ICF/DD's) at least one member of the team shall be a Qualified Mental Retardation Professional.

Licensed Nursing Home Administrator - a person who is charged with the general administration and supervision of a facility and licensed under the Nursing Home Administrators Licensing and Disciplinary Act, as now or hereafter amended (Ill. Rev. Stat. 1989, ch. 111, par. 3651 et seq.).

Licensed Practical Nurse - a person with a valid Illinois license to practice as a practical nurse.

LICENSEE - THE PERSON OR ENTITY LICENSED TO OPERATE THE FACILITY AS PROVIDED UNDER THE ACT. (Section 1-115 of the Act)

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Life-care contract - a contract through which a facility agrees to provide maintenance and care for a resident throughout the remainder of the resident's life.

MAINTENANCE - FOOD, SHELTER, AND LAUNDRY SERVICES. (Section 1-116 of the Act)

Maladaptive Behavior - impairment in adaptive behavior as determined by a clinical psychologist or by a physician. Impaired adaptive behavior may be reflected in delayed maturation, reduced learning ability or inadequate social adjustment.

Medical Record Practitioner - a person who: is eligible for certification as a registered record administrator (RRA) or an accredited record technician (ART), by the American Medical Record Association under its requirements; or is a graduate of a school of medical record science that is accredited jointly by the American Medical Association and the American Medical Record Association.

Mentally Retarded and Mental Retardation - subaverage general intellectual functioning originating during the developmental period and associated with maladaptive behavior.

Misappropriation of Property - using a resident's cash, clothing, or other possessions without authorization by the resident or the resident's authorized representative; failure to return valuables after a resident's discharge; or failure to refund money after death or discharge when there is an unused balance in the resident's personal account.

Mobile Nonambulatory - unable to walk independently or without assistance, but able to move from place to place with the use of devices such as walkers, crutches, wheelchairs, or wheeled platforms.

Mobile Resident - any resident who is able to move about either independently or with the aid of assistive devices such as walkers, crutches, wheelchairs, or wheeled platforms.

Monitor - a qualified person placed in a facility by the Department to observe operations of the facility, assist the facility by advising it on how to comply with the state regulations, and who reports periodically to the Department on the operations of the facility.

NEGLECT - A FAILURE IN A FACILITY TO PROVIDE ADEQUATE MEDICAL OR PERSONAL CARE OR MAINTENANCE, WHICH FAILURE RESULTS IN PHYSICAL OR MENTAL INJURY TO A RESIDENT OR IN THE

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DETERIORATION OF A RESIDENT'S PHYSICAL OR MENTAL CONDITION. (Section 1-117 of the Act)

New Long-Term Care Facility - any facility initially licensed as a health care facility by the Department, or any facility initially licensed or operated by any other agency of the State of Illinois, on or after March 1, 1980. New long-term care facilities shall meet the design and construction standards for new facilities for the level of long-term care for which the license (new or renewal) is to be granted.

Normalization - the principle of helping individuals to obtain an existence as close to normal as possible, by making available to them patterns and conditions of everyday life that are as close as possible to the norms and patterns of the mainstream of society.

NURSE - A REGISTERED NURSE OR A LICENSED PRACTICAL NURSE AS DEFINED IN THE ILLINOIS NURSING ACT OF 1987 (Ill. Rev. Stat. 1989, ch. 111, par. 3501 et seq.) AS NOW OR HEREAFTER AMENDED. (Section 1-118 of the Act)

Nursing Assistant - Any person who provides nursing care or personal care to residents of licensed long-term care facilities, regardless of title, and who is not otherwise licensed, certified or registered by the Department of Professional Regulation to render medical care. Other titles often used to refer to nursing assistants include, but are not limited to, nurse's aide, orderly and nurse technician. Nursing assistants must function under the supervision of a licensed nurse.

Nursing Care - a complex of activities which carries out the diagnostic, therapeutic, and rehabilitative plan as prescribed by the physician; care for the resident's environment; observing symptoms and reactions and taking necessary measures to carry out nursing procedures involving understanding of cause and effect in order to safeguard life and health.

Nursing Unit - a physically identifiable distinct part of a facility consisting of all the beds within the distinct part, but having no more than 75 beds, none of which are more than 120 feet from the nurse's station.

Objective - an expected result or condition that involves a relatively short period of time to achieve, that is specified in behavioral terms, and that is related to the achievement of a goal.

Occupational Therapist, Registered (OTR) - a person who is registered with the Department of Professional Regulation as an occupational therapist under the Illinois Occupational Therapy Practice Act (Ill. Rev. Stat. 1989, ch. 111, par. 3701 et seq.).

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Occupational Therapy Assistant - a person who is registered with the Department of Professional Regulation as a certified occupational therapy assistant under the Illinois Occupational Therapy Practice Act.

Operator - the person responsible for the control, maintenance and governance of the facility, its personnel and physical plant.

Oversight - general watchfulness and appropriate action to meet the total needs of the residents, exclusive of nursing or personal care. Oversight shall include, but is not limited to, social, recreational and employment opportunities for residents who, by reason of mental disability, or in the opinion of a licensed physician, are in need of residential care.

OWNER - THE INDIVIDUAL, PARTNERSHIP, CORPORATION, ASSOCIATION OR OTHER PERSON WHO OWNS A FACILITY. IN THE EVENT A FACILITY IS OPERATED BY A PERSON WHO LEASES THE PHYSICAL PLANT, WHICH IS OWNED BY ANOTHER PERSON, "OWNER" MEANS THE PERSON WHO OPERATES THE FACILITY, EXCEPT THAT IF THE PERSON WHO OWNS THE PHYSICAL PLANT IS AN AFFILIATE OF THE PERSON WHO OPERATES THE FACILITY AND HAS SIGNIFICANT CONTROL OVER THE DAY-TO-DAY OPERATIONS OF THE FACILITY, THE PERSON WHO OWNS THE PHYSICAL PLANT SHALL INCUR JOINTLY AND SEVERALLY WITH THE OWNER ALL LIABILITIES IMPOSED ON AN OWNER UNDER THE ACT. (Section 1-119 of the Act)

Person - any individual, partnership, corporation, association, municipality, political subdivision, trust, estate or other legal entity whatsoever.

PERSONAL CARE - ASSISTANCE WITH MEALS, DRESSING, MOVEMENT, BATHING, OR OTHER PERSONAL NEEDS, OR GENERAL SUPERVISION AND OVERSIGHT OF THE PHYSICAL AND MENTAL WELL-BEING OF AN INDIVIDUAL, EXCLUSIVE OF NURSING, WHO BECAUSE OF AGE, PHYSICAL OR MENTAL DISABILITY, EMOTIONAL OR BEHAVIOR DISORDER, OR MENTAL RETARDATION IS INCAPABLE OF MAINTAINING A PRIVATE, INDEPENDENT RESIDENCE, OR WHO IS INCAPABLE OF MANAGING HIS PERSON WHETHER OR NOT A GUARDIAN HAS BEEN APPOINTED. (Section 1-120 of the Act)

Pharmacist, Registered - a person who holds a certificate of registration as a registered pharmacist, a local registered pharmacist or a registered assistant pharmacist under the Pharmacy Practice Act of 1987 (Ill. Rev. Stat. 1989, ch. 111, par. 4121 et seq.)

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Physical Therapy Assistant - a person who has graduated from a two year college level program approved by the American Physical Therapy Association.

Physical Therapist - a person who is registered with the Department of Professional Regulation as a physical therapist under the Illinois Physical Therapy Act (Ill. Rev. Stat. 1989, ch. 111, par. 4251 et seq.).

Physician - any person licensed by the State of Illinois to practice medicine in all its branches as provided in the Medical Practice Act of 1987 (Ill. Rev. Stat. 1989, ch. 111, par. 4400-1 et seq.).

Probationary License - an initial license issued for a period of 120 days during which time the Department will determine the qualifications of the applicant.

Program Coordinator - a qualified person directly responsible for the overall program, operation and management of a Community Living Facility.

Psychiatrist - a physician who has had at least three years of formal training or primary experience in the diagnosis and treatment of mental illness.

Psychologist - a person who is licensed by the Illinois Department of Professional Regulation to practice clinical psychology under the Clinical Psychologist Licensing Act (Ill. Rev. Stat. 1989, ch. 111, par. 5351 et seq.).

Qualified Mental Retardation Professional - a person who has at least one year of experience working directly with individuals with developmental disabilities and meets at least one of the following additional qualifications:

Be a physician as defined in this Section.

Be a registered nurse as defined in this Section.

Hold at least a bachelor's degree in one of the following fields: occupational therapy, physical therapy, psychology, social work, speech or language pathology, recreation (or a recreational specialty area such as art, dance, music, or physical education), dietary services or dietetics, or a human services field (such as sociology, special education, or rehabilitation counseling).

Qualified Professional - a person who meets the educational, technical and ethical criteria of a health care profession, as evidenced by eligibility for membership in an organization established by the profession for the purpose of recognizing those persons who meet such criteria; and who is licensed, registered, or certified by the State of Illinois, if required.

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REASONABLE VISITING HOURS - ANY TIME BETWEEN THE HOURS OF 10 A.M. AND 8 P.M. DAILY. (Section 1-121 of the Act)

Registered Nurse - a person with a valid Illinois license from the Illinois Department of Professional Regulation to practice as a registered professional nurse under the Illinois Nursing Act of 1987.

REPEAT VIOLATION - FOR PURPOSES OF ASSESSING FINES UNDER SECTION 3-305 OF THE ACT, A VIOLATION THAT HAS BEEN CITED DURING ONE INSPECTION OF THE FACILITY FOR WHICH A SUBSEQUENT inspection indicates that AN ACCEPTED PLAN OF CORRECTION WAS NOT COMPLIED WITH, within a period of not more than twelve months from the issuance of the initial violation. A REPEAT VIOLATION SHALL NOT BE A NEW CITATION OF THE SAME RULE, UNLESS THE LICENSEE IS NOT SUBSTANTIALLY ADDRESSING THE ISSUE ROUTINELY THROUGHOUT THE FACILITY. (Section 3-305(7) of the Act)

Reputable Moral Character - having no history of a conviction of the applicant, or if the applicant is a firm, partnership, or association, of any of its members, or of a corporation, of any of its officers, or directors, or of the person designated to manage or supervise the facility, of a felony, or of two or more misdemeanors involving moral turpitude, as shown by a certified copy of the record of the court of conviction, or in the case of the conviction of a misdemeanor by a court not of record, as shown by other evidence; or other satisfactory evidence that the moral character of the applicant, or manager, or supervisor of the facility is not reputable.

RESIDENT - PERSON RESIDING IN AND RECEIVING PERSONAL CARE FROM A FACILITY. (Section 1-122 of the Act)

Resident Services Director - the full-time administrator, or an individual on the professional staff in the facility, who is directly responsible for the coordination and monitoring of the residents' overall plans of care in an intermediate care facility.

RESIDENT'S REPRESENTATIVE - A PERSON OTHER THAN THE OWNER, OR AN AGENT OR EMPLOYEE OF A FACILITY NOT RELATED TO THE RESIDENT, DESIGNATED IN WRITING BY A RESIDENT TO BE HIS REPRESENTATIVE, OR THE RESIDENT'S GUARDIAN, OR THE PARENT OF A MINOR RESIDENT FOR WHOM NO GUARDIAN HAS BEEN APPOINTED. (Section 1-123 of the Act)

Restorative Care - a health care process designed to assist residents to attain and maintain the highest degree of function of which they are capable (physical, mental, and social).

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Restraint of a Resident - the application of a device to limit movements.

Room - a part of the inside of a facility that is partitioned continuously from floor to ceiling with openings closed with glass or hinged doors.

Safety Device - any equipment or protective device used on a bed, chair, or resident which prevents him from falling or otherwise injuring himself. Examples are: bedside rails; geriatric or adaptive chairs; a wide band, vest or sheet applied to prevent falling out of a bed or chair; and hand socks applied to prevent injuring one's self.

Sanitization - the reduction of pathogenic organisms on a utensil surface to a safe level, which is accomplished through the use of steam, hot water, or chemicals.

Satisfactory - same as adequate.

Seclusion - the retention of a resident in a room which the resident cannot open.

Self Preservation - the ability to follow directions and recognize impending danger or emergency situations and react by avoiding or leaving the unsafe area.

SHELTERED CARE - MAINTENANCE AND PERSONAL CARE. (Section 1-124 of the Act)

Social Worker, Qualified - a person who:

is a licensed social worker or a licensed clinical social worker under the Clinical Social Work and Social Work Practice Act (Ill. Rev. Stat. 1989, ch. 111, par. 6351 et seq.); and

is a graduate of a school of social work which has been approved by the Council on Social Work Education (some schools are approved for Bachelor's Degree programs and others for Master's Degree programs); and has one year of social work experience in a health care setting.

State Fire Marshal - the Fire Marshal of the Office of the State Fire Marshal, Division of Fire Prevention.

Sterilization - the act or process of destroying completely all forms of microbial life, including viruses.

STOCKHOLDER OF A CORPORATION - ANY PERSON WHO, DIRECTLY OR INDIRECTLY, BENEFICIALLY OWNS, HOLDS OR HAS THE POWER TO

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VOTE, AT LEAST FIVE PERCENT OF ANY CLASS OF SECURITIES ISSUED BY THE CORPORATION. (Section 1-125 of the Act)

Story - when used in this Part means that portion of a building between the upper surface of any floor and the upper surface of the floor above except that the topmost story shall be the portion of a building between the upper surface of the topmost floor and the upper surface of the roof above.

STUDENT INTERN - MEANS ANY PERSON WHOSE TOTAL TERM OF EMPLOYMENT IN ANY FACILITY DURING ANY 12-MONTH PERIOD IS EQUAL TO OR LESS THAN 90 CONTINUOUS DAYS, AND WHOSE TERM OF EMPLOYMENT IS EITHER:

AN ACADEMIC CREDIT REQUIREMENT IN A HIGH SCHOOL OR UNDERGRADUATE INSTITUTION, OR

IMMEDIATELY SUCCEEDS A FULL QUARTER, SEMESTER OR TRIMESTER OF ACADEMIC ENROLLMENT IN EITHER A HIGH SCHOOL OR UNDERGRADUATE INSTITUTION, PROVIDED THAT SUCH PERSON IS REGISTERED FOR ANOTHER FULL QUARTER, SEMESTER OR TRIMESTER OF ACADEMIC ENROLLMENT IN EITHER A HIGH SCHOOL OR UNDERGRADUATE INSTITUTION WHICH QUARTER, SEMESTER OR TRIMESTER WILL COMMENCE IMMEDIATELY FOLLOWING THE TERM OF EMPLOYMENT. (Section 1-125.1 of the Act)

Substantial - meeting requirements except for variance from the strict and literal performance, which results in unimportant omissions or defects given the particular circumstances involved. This definition is limited to the phrase as used in Sections 330.280(q)(8), 330.280(k)(2) and 330.280(k)(4).

Substantial failure - the failure to meet requirements other than a variance from the strict and literal performance, which results in unimportant omissions or defects given the particular circumstances involved. This definition is limited to the phrase as used in Sections 330.180(b)(1) and 330.260(f).

Sufficient - Same as adequate.

Supervision - authoritative procedural guidance by a qualified person for the accomplishment of a function or activity within his sphere of competence, with initial direction and periodic inspection of the actual act of accomplishing the function or activity. Unless otherwise stated in this Part ~~regulations~~, the supervisor must be on the premises if the person does not meet assistant level (two-year training program)

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qualifications specified in these definitions.

Therapeutic Recreation Specialist - a person who is certified by the National Council for Therapeutic Recreation Certification and who meets the minimum standards it has established for classification as a Therapeutic Recreation Specialist.

Time Out - removing an individual from a situation that results in undesirable behavior. It is a behavior modification procedure which is developed and implemented under the supervision of a qualified professional.

TITLE XVIII - TITLE XVIII OF THE FEDERAL SOCIAL SECURITY ACT AS NOW OR HEREFTER AMENDED (42 U.S.C. 1395 et seq.). (Section 1-126 of the Act)

TITLE XIX - TITLE XIX OF THE FEDERAL SOCIAL SECURITY ACT AS NOW OR HEREFTER AMENDED (42 U.S.C. 1395 et seq.). (Section 1-127 of the Act)

TRANSFER - A CHANGE IN STATUS OF A RESIDENT'S LIVING ARRANGEMENTS FROM ONE FACILITY TO ANOTHER FACILITY. (Section 1-128 of the Act)

TYPE A VIOLATION - A VIOLATION OF THE ACT OR OF THE RULES PROMULGATED THEREUNDER WHICH CREATES A CONDITION OR OCCURRENCE RELATING TO THE OPERATION AND MAINTENANCE OF A FACILITY PRESENTING A SUBSTANTIAL PROBABILITY THAT DEATH OR SERIOUS MENTAL OR PHYSICAL HARM TO A RESIDENT WILL RESULT THEREFROM. (Section 1-129 of the Act)

TYPE B VIOLATION - A VIOLATION OF THE ACT OR OF THE RULES PROMULGATED THEREUNDER WHICH CREATES A CONDITION OR OCCURRENCE RELATING TO THE OPERATION AND MAINTENANCE OF A FACILITY DIRECTLY THREATENING TO THE HEALTH, SAFETY OR WELFARE OF A RESIDENT. (Section 1-130 of the Act)

Unit - an entire physically identifiable residence area, in Community Living Facilities consisting of not less than five nor more than 20 beds, and having facilities meeting the standards applicable to the levels of service to be provided. Staff and services for each distinct residence area are established as set forth in the respective rules ~~regulations~~ governing the approved levels of service.

Universal Progress Notes - a common record with periodic narrative documentation by all persons involved in resident care.

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Valid License - a license which is unsuspended, unrevoked and unexpired.

(Source: Amended at 16 Ill. Reg. 65L, effective January 1, 1992)

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1) Heading of the Part:

Skilled Nursing and Intermediate Care Facilities Code

2) Code Citation:

77 Ill. Adm. Code 300

3) Section Numbers:Adopted Action:

300.120 Amendments
 300.330 Amendments
 300.620 Amendments

4) Statutory Authority:

Nursing Home Care Act
 Ill. Rev. Stat. 1989, ch. 111 1/2, par. 4151-101 et seq.

5) Effective Date of Rules:

January 1, 1992

6) Does this Rulemaking Contain an Automatic Repeal Date? Yes No X If "yes," please specify date: 7) Does this Rulemaking Contain Any Incorporations by Reference? Yes No X 5 If "yes," please specify type: 6.02(a) or 6.02(b) If "6.02(b)," was a copy of the approval form issued by the Joint Committee attached to this rulemaking? Yes No 8) Date Filed in Agency's Principal Office:

January 1, 1992

9) Date Notice(s) of Proposal was Published in Illinois Register:

March 22, 1991 - 15 Ill. Reg. 4367

10) Has the Joint Committee on Administrative Rules Issued a Statement of Objections to this/these Rules? Yes No X

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If "yes," please complete the following: A) Statement of Objection: Ill. Reg. B) Agency Response: Ill. Reg. C) Date Agency Response Submitted for Approval to the Joint Committee:
 11) Difference Between Proposal and Final Version:

The following changes were made in response to comments received during the first notice or public comment period:

In Section 300.620(b), the Department added a cross-reference to Section 300.3220, which was amended effective January 1, 1991, to include requirements for gynecological and obstetrical care pursuant to Public Act 86-1013.

The following changes were made in response to comments and suggestions of the Joint Committee on Administrative Rules:

1. Section 300.120(c) was modified to state: "APPLICATION for a license to establish or OPERATE an intermediate care facility, or skilled nursing FACILITY SHALL BE MADE in writing and submitted, with other such information as the Department may require, ON FORMS provided by the Department. (Section 3-103(1) of the Act)"
2. Section 300.120(g) was modified to state in part: "The Department MAY ISSUE LICENSES OR RENEWALS..."
3. The phrase "FOR PURPOSES OF ASSESSING FINES UNDER SECTION 3-305 OF THE ACT," was included in the definition of "Repeat Violation: in Section 300.330.

In addition, various typographical, grammatical and form changes were made in response to the comments from the Administrative Code Division and the Joint Committee on Administrative Rules.

12) Have all the changes agreed upon by the Agency and the Joint Committee been made as indicated in the agreement letter issued by the Joint Committee?
 The Department has made all the changes to which it agreed with the Joint Committee.

13) Will the Rules Replace an Emergency Rule Currently in Effect?

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Yes No X14) Are there any other Amendments Pending on this Part? Yes No

If Yes:

Section Numbers	Proposed Action	Ill. Reg. Citation
300.2420	Amendment	15 Ill.Reg. 14039

15) Summary and Purpose of Rules:

The rules in Part 300 govern the licensure of long-term care facilities that provide skilled nursing and intermediate care. These proposed amendments address issues encountered by the Department in the enforcement of the rules.

Section 300.120(g) - The Department is amending the rule to implement Section 3-110 of the Nursing Home Care Act, which states that "the director may issue licenses or renewals for periods of not less than 6 months nor more than 18 months in order to distribute the expiration dates of such licenses throughout the calendar year, and fees for such licenses shall be prorated on the basis of the portion of the year for which they are issued." The proposed language explains how licenses will be issued so as to distribute the expiration dates throughout the calendar year. The amendment also sets forth the fee schedule. In addition, the Department is deleting reference to the pre-application form, which is no longer in use.

Section 300.330 - The Department is adding a definition of the term "repeat violation," which is used to refer to a violation for which an accepted plan of correction was not complied with.

Section 300.620(c) - Section 300.620(c) is being amended to clarify the Department's policy in regard to inappropriate placement of developmentally disabled residents. Many facilities have residents who were admitted to the facility prior to the screening process now mandated by the Social Security Act. Therefore, the phrase "no resident shall be admitted to the facility" is added to Section 300.620(c)(3) to allow developmentally disabled persons to remain in the facilities in which they reside.

Statutory citations have been updated to the 1989 Illinois Revised Statutes.

16) Information and Questions regarding this Adopted Rulemaking shall be directed to:

Ms. Gail DeVito, Division of Governmental Affairs, Department of Public Health, 535 West Jefferson, Fifth Floor, Springfield, Illinois 62761, 217/782-6187.

The full text of the Adopted Amendments begins on the next page:

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NOTICE OF ADOPTED AMENDMENTS

TITLE 77: PUBLIC HEALTH
CHAPTER I: DEPARTMENT OF PUBLIC HEALTH
SUBCHAPTER c: LONG-TERM CARE FACILITIES

PART 300

SKILLED NURSING AND INTERMEDIATE CARE FACILITIES CODE

SUBPART A: GENERAL PROVISIONS

Section	
300.110	General Requirements
300.120	Application for License
300.130	Licenses
300.140	Issuance of an Initial License for a New Facility
300.150	Issuance of an Initial License Due to a Change of Ownership
300.160	Issuance of a Renewal License
300.165	Criteria for Adverse Licensure Actions
300.170	Denial of Initial License
300.175	Denial of Renewal of License
300.180	Revocation of License
300.190	Experimental Program Conflicting With Requirements
300.200	Inspections, Surveys, Evaluations and Consultation
300.210	Filing an Annual Attested Financial Statement
300.220	Information to Be Made Available to the Public By the Department
300.230	Information to Be Made Available to the Public By the Licensee
300.240	Municipal Licensing
300.250	Ownership Disclosure
300.260	Issuance of Conditional Licenses
300.270	Monitor and Receivership
300.272	Determination to Issue a Notice of Violation or Administrative Warning
300.274	Determination of the Level of a Violation
300.276	Notice of Violation
300.277	Administrative Warning
300.278	Plans of Correction
300.280	Reports of Correction
300.282	Conditions for Assessment of Penalties
300.284	Calculation of Penalties
300.286	Determination to Assess Penalties
300.288	Reduction or Waiver of Penalties
300.290	Quarterly List of Violators
300.300	Alcoholism Treatment Programs In Long-Term Care Facilities
300.310	Department May Survey Facilities Formerly Licensed

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300.320
300.330
300.340

Waivers
Definitions
Incorporated and Referenced Materials

SUBPART B: ADMINISTRATION

300.510 Administrator

SUBPART C: POLICIES

300.610
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300.665
300.670
300.680
300.690

Resident Care Policies
Admission and Discharge Policies
Contract Between Resident and Facility
Residents' Advisory Council
Personnel Policies
Initial Health Evaluation for Employees
Nursing Assistants
Student Interns
Disaster Preparedness
Restraints and Safety Devices
Serious Incidents and Accidents

SUBPART D: PERSONNEL

300.810
300.820
300.830
300.840

General
Categories of Personnel
Consultation Services
Personnel Policies

SUBPART E: MEDICAL AND DENTAL CARE OF RESIDENTS

300.1010
300.1020
300.1025
300.1030
300.1040
300.1050

Medical Care Policies
Communicable Disease Policies
Tuberculin Skin Test Procedures
Medical Emergencies
Behavior Emergencies
Dental Standards

SUBPART F: NURSING AND PERSONAL CARE

300.1210
300.1220

General Requirements for Nursing and Personal Care
Supervision of Nursing Services

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300.1230 Staffing
300.1240 Additional Requirements

SUBPART G: RESIDENT CARE SERVICES

300.1410 Activity Program
300.1420 Specialized Rehabilitation Services
300.1430 Work Programs

SUBPART H: MEDICATIONS

300.1610 Medication Policies and Procedures
300.1620 Conformance With Physician's Orders
300.1630 Administration of Medication
300.1640 Labeling and Storage of Medications
300.1650 Control of Medications

SUBPART I: RESIDENT AND FACILITY RECORDS

300.1810 Resident Record Requirements
300.1820 Content of Medical Records
300.1830 Records Pertaining to Residents' Property
300.1840 Retention and Transfer of Resident Records
300.1850 Other Resident Record Requirements
300.1860 Staff Responsibility for Medical Records
300.1870 Retention of Facility Records
300.1880 Other Facility Record Requirements

SUBPART J: FOOD SERVICE

300.2010 Director of Food Services
300.2020 Dietary Staff in Addition to Director of Food Services
300.2030 Hygiene of Dietary Staff
300.2040 Diet Orders
300.2050 Adequacy of Diet and Meal Pattern
300.2060 Therapeutic Diets
300.2070 Scheduling Meals
300.2080 Menu Planning
300.2090 Food Preparation and Service
300.2100 Food Handling Sanitation
300.2110 Kitchen Equipment, Utensils, and Supplies

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SUBPART K: MAINTENANCE, HOUSEKEEPING, AND LAUNDRY

300.2210 Maintenance
300.2220 Housekeeping
300.2230 Laundry Services

SUBPART L: FURNISHINGS, EQUIPMENT, AND SUPPLIES

300.2410 Furnishings
300.2420 Equipment and Supplies
300.2430 Sterilization of Equipment and Supplies

SUBPART M: WATER SUPPLY AND SEWAGE DISPOSAL

300.2610 Codes
300.2620 Water Supply
300.2630 Sewage Disposal
300.2640 Plumbing

SUBPART N: DESIGN AND CONSTRUCTION STANDARDS
FOR NEW INTERMEDIATE CARE AND SKILLED NURSING FACILITIES

300.2810 Applicability of these Standards
300.2820 Codes and Standards
300.2830 Preparation of Drawings and Specifications
300.2840 Site
300.2850 Administration and Public Areas
300.2860 Nursing Unit
300.2870 Dining, Living, Activities Rooms
300.2880 Therapy and Personal Care
300.2890 Service Departments
300.2900 General Building Requirements
300.2910 Structural
300.2920 Mechanical Systems
300.2930 Plumbing Systems
300.2940 Electrical Systems

SUBPART O: DESIGN AND CONSTRUCTION STANDARDS
FOR EXISTING INTERMEDIATE CARE AND SKILLED NURSING FACILITIES

300.3010 Applicability
300.3020 Codes and Standards
300.3030 Preparation of Drawings and Specifications

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300.3040 Site
300.3050 Administration and Public Areas
300.3060 Nursing Unit
300.3070 Living, Dining, Activities Rooms
300.3080 Treatment and Personal Care
300.3090 Service Departments
300.3100 General Building Requirements
300.3110 Structural
300.3120 Mechanical Systems
300.3130 Plumbing Systems
300.3140 Electrical Requirements

SUBPART P: RESIDENT'S RIGHTS

300.3210 General
300.3220 Medical and Personal Care Program
300.3230 Restraints
300.3240 Abuse and Neglect
300.3250 Communication and Visitation
300.3260 Residents' Funds
300.3270 Residents' Advisory Council
300.3280 Contract With Facility
300.3290 Private Right of Action
300.3300 Transfer or Discharge
300.3310 Complaint Procedures
300.3320 Confidentiality
300.3330 Facility Implementation

SUBPART Q: SPECIALIZED LIVING FACILITIES FOR THE MENTALLY ILL

300.3410 Application of Other Divisions of These Minimum Standards, Rules and Regulations
300.3420 Administrator
300.3430 Policies
300.3440 Personnel
300.3450 Resident Living Services Medical and Dental Care
300.3460 Resident Services Program
300.3470 Psychological Services
300.3480 Social Services
300.3490 Recreational and Activities Services
300.3500 Individual Treatment Plan
300.3510 Health Services
300.3520 Medical Services
300.3530 Dental Services

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8 Ill. Reg. 24186, effective November 29, 1984; amended at 8 Ill. Reg. 24668, effective December 7, 1984; amended at 8 Ill. Reg. 25102, effective December 14, 1984; amended at 9 Ill. Reg. 132, effective December 26, 1984; amended at 9 Ill. Reg. 4087, effective March 15, 1985; amended at 9 Ill. Reg. 11049, effective July 1, 1985; amended at 11 Ill. Reg. 16927, effective October 1, 1987; amended at 12 Ill. Reg. 1052, effective December 24, 1987; amended at 12 Ill. Reg. 16811, effective October 1, 1988; emergency amendment at 12 Ill. Reg. 18477, effective October 24, 1988, for a maximum of 150 days; emergency expired March 23, 1989; amended at 13 Ill. Reg. 4684, effective March 24, 1989; amended at 13 Ill. Reg. 5134, effective April 1, 1989; amended at 13 Ill. Reg. 20089, effective December 1, 1989; amended at 14 Ill. Reg. 14950, effective October 1, 1990; amended at 15 Ill. Reg. 554, effective January 1, 1991; amended at 16 Ill. Reg. 681, effective January 1, 1992.

NOTE: Italics and capitalization denote statutory language.

Section 300.120 Application for License

a) Any person acting individually or jointly with other persons who proposes to build, own, establish, or operate an intermediate care facility or skilled nursing facility shall submit pre-application information on forms provided by the Department. The Department shall be furnished a written description of the proposed program to be provided, and other such information as it may require in order to determine the appropriate level of care for which the facility should be licensed. ~~A pre-application form and other required information shall be submitted and approved prior to surveys of the physical plant or review of building plans and specifications.~~

b) ~~An pre-application~~ for a new facility shall be accompanied by a permit as required by the Illinois Health Facilities Planning Act (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 1151 et seq.).

c) ~~APPLICATION FOR A LICENSE TO ESTABLISH OR~~ for a license to establish or operate ~~AN INTERMEDIATE CARE FACILITY OR SKILLED NURSING~~ an intermediate care facility or skilled nursing facility shall be made ~~IN WRITING AND SUBMITTED WITH OTHER SUCH INFORMATION AS THE DEPARTMENT MAY REQUIRE~~, in writing and submitted, with other such information as the Department may require, ON FORMS PROVIDED BY THE DEPARTMENT, provided by the Department. (Section 3-103(1) of the Act)

d) ALL APPLICATIONS, EXCEPT THOSE OF HOMES FOR THE AGED, SHALL BE ACCOMPANIED BY AN APPLICATION FEE OF 200 DOLLARS. THE APPLICATION SHALL BE UNDER OATH AND THE SUBMISSION OF FALSE OR MISLEADING INFORMATION SHALL BE A CLASS A MISDEMEANOR. THE APPLICATION SHALL CONTAIN THE FOLLOWING INFORMATION:

1) THE NAME AND ADDRESS OF THE APPLICANT IF AN INDIVIDUAL, AND IF A FIRM, PARTNERSHIP, OR ASSOCIATION, OF EVERY MEMBER

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300.3540 Optometric Services
300.3550 Audiometric Services
300.3560 Podiatric Services
300.3570 Occupational Therapy Services
300.3580 Nursing and Personal Care
300.3590 Resident Care Services
300.3600 Record Keeping
300.3610 Food Service
300.3620 Furnishings, Equipment and Supplies (New and Existing Facilities)
300.3630 Design and Construction Standards (New and Existing Facilities)

SUBPART R: DAYCARE PROGRAMS

300.3710 Day Care in Long-Term Care Facilities

300.APPENDIX A Interpretation, Components, and Illustrative Services for Intermediate Care Facilities and Skilled Nursing Facilities
300.APPENDIX B Classification of Distinct Part of a Facility for Different Levels of Service
300.APPENDIX C Federal Requirements Regarding Patients'/Residents' Rights
300.APPENDIX D Forms for Day Care in Long-Term Care Facilities
300.APPENDIX E Criteria for Activity Directors Who Need Only Minimal Consultation
300.TABLE A Sound Transmission Limitations in New Skilled Nursing and Intermediate Care Facilities
300.TABLE B Pressure Relationships and Ventilation Rates of Certain Areas for New Intermediate Care Facilities and Skilled Nursing Facilities
300.TABLE C Construction Types and Sprinkler Requirements for Existing Skilled Nursing Facilities/Intermediate Care Facilities
300.TABLE D Disaster Preparedness Parameters - Relative Humidity and Temperature

AUTHORITY: Implementing and authorized by the Nursing Home Care Act (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 4151-101 et seq.).

SOURCE: Emergency rules adopted at 4 Ill. Reg. 10, p. 1066, effective March 1, 1980, for a maximum of 150 days; adopted at 4 Ill. Reg. 30, p. 311, effective July 28, 1980; emergency amendment at 6 Ill. Reg. 3229, effective March 8, 1982, for a maximum of 150 days; amended at 6 Ill. Reg. 5981, effective May 3, 1982; amended at 6 Ill. Reg. 6454, effective May 14, 1982; amended at 6 Ill. Reg. 8198, effective June 29, 1982; amended at 6 Ill. Reg. 11631, effective September 14, 1982; amended at 6 Ill. Reg. 14550 and 14554, effective November 8, 1982; amended at 6 Ill. Reg. 14684, effective November 15, 1982; amended at 7 Ill. Reg. 285, effective December 22, 1982; amended at 7 Ill. Reg. 1972, effective January 28, 1983; amended at 7 Ill. Reg. 8579, effective July 11, 1983; amended at 7 Ill. Reg. 15831, effective November 10, 1983; amended at 7 Ill. Reg. 15864, effective November 15, 1983; amended at 7 Ill. Reg. 16992, effective December 14, 1983; amended at 8 Ill. Reg. 15599, 15603, amended at 8 Ill. Reg. 16999, effective September 5, 1984; codified at 8 Ill. Reg. 19766; amended at

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THEREOF, AND IN THE CASE OF A CORPORATION, THE NAME AND ADDRESS THEREOF AND OF ITS OFFICERS AND ITS REGISTERED AGENT, AND IN THE CASE OF A UNIT OF LOCAL GOVERNMENT, THE NAME AND ADDRESS OF ITS CHIEF EXECUTIVE OFFICER;

- 2) THE NAME AND LOCATION OF THE FACILITY FOR WHICH A LICENSE IS SOUGHT;
- 3) THE NAME OF THE PERSON OR PERSONS UNDER WHOSE MANAGEMENT OR SUPERVISION THE FACILITY WILL BE CONDUCTED;
- 4) THE NUMBER AND TYPE OF RESIDENTS FOR WHICH MAINTENANCE, PERSONAL CARE, OR NURSING IS TO BE PROVIDED; AND
- 5) SUCH INFORMATION RELATING TO THE NUMBER, EXPERIENCE, AND TRAINING OF THE EMPLOYEES OF THE FACILITY, ANY MANAGEMENT AGREEMENTS FOR THE OPERATION OF THE FACILITY, AND OF THE MORAL CHARACTER OF THE APPLICANT AND EMPLOYEES AS THE DEPARTMENT MAY DEEM NECESSARY. (Section 3-103(2) of the Act)

e) Ownership Change or Discontinuation

- 1) The license is not transferable. It is issued to a specific licensee and for a specific location. The license and the valid current renewal certificate immediately become void and shall be returned to the Department when the facility is sold, or leased; or when operation is discontinued; or when operation is moved to a new location; or when the licensee (if an individual) dies; or when the licensee (if a corporation or partnership) dissolves or terminates; or when the licensee (whatever the entity) ceases to be.
- 2) A license issued to a corporation shall become null, void and of no further effect upon the dissolution of the corporation. The license shall not be revived if the corporation is subsequently reinstated. A new license must be obtained in such cases.
- 3) EACH INITIAL APPLICATION SHALL BE ACCOMPANIED BY A FINANCIAL STATEMENT SETTING FORTH THE FINANCIAL CONDITION OF THE APPLICANT AND BY A STATEMENT FROM THE UNIT OF LOCAL GOVERNMENT HAVING ZONING JURISDICTION OVER THE FACILITY'S LOCATION STATING THAT THE LOCATION OF THE FACILITY IS NOT IN VIOLATION OF A ZONING ORDINANCE. AN INITIAL APPLICATION FOR A NEW FACILITY SHALL BE ACCOMPANIED BY A PERMIT AS REQUIRED BY THE ILLINOIS HEALTH FACILITIES PLANNING ACT. AFTER THE APPLICATION IS APPROVED, THE APPLICANT SHALL ADVISE THE DEPARTMENT EVERY SIX MONTHS OF ANY CHANGES IN THE

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INFORMATION ORIGINALLY PROVIDED IN THE APPLICATION. (Section 3-103(3) of the Act)

g)

The Department MAY ISSUE LICENSES OR RENEWALS FOR PERIODS OF NOT LESS THAN SIX (6) MONTHS NOR MORE THAN EIGHTEEN (18) MONTHS IN ORDER FOR THE DEPARTMENT TO DISTRIBUTE THE EXPIRATION DATES OF ALL LICENSES THROUGHOUT THE CALENDAR YEAR. THE FEES FOR THESE LICENSES ARE PRO-RATED ON THE BASIS OF THE PORTION OF THE YEAR FOR WHICH THEY ARE ISSUED. (Section 3-110 of the Act) The pro-rated fee will be as follows:

- 1) Six (6) months to less than twelve (12) months - \$150.00;
- 2) Twelve (12) months to eighteen (18) months - \$200.00.

(Source: Amended at 16 Ill. Reg. 681, effective January 1, 1992)

Section 300.330 Definitions

The terms defined in this Section are terms that are used in one or more of the sets of licensing standards established by the Department to license various levels of long-term care. They are defined as follows:

ABUSE - ANY PHYSICAL OR MENTAL INJURY OR SEXUAL ASSAULT INFLICTED ON A RESIDENT OTHER THAN BY ACCIDENTAL MEANS IN A FACILITY. (Section 1-103 of the Act)

ACCESS - THE RIGHT TO:

ENTER ANY FACILITY;:

COMMUNICATE PRIVATELY AND WITHOUT RESTRICTION WITH ANY RESIDENT WHO CONSENTS TO THE COMMUNICATION;

SEEK CONSENT TO COMMUNICATE PRIVATELY AND WITHOUT RESTRICTION WITH ANY RESIDENT;

INSPECT THE CLINICAL AND OTHER RECORDS OF A RESIDENT WITH THE EXPRESS WRITTEN CONSENT OF THE RESIDENT;

OBSERVE ALL AREAS OF THE FACILITY EXCEPT THE LIVING AREA OF ANY RESIDENT WHO PROTESTS THE OBSERVATION. (Section 1-104 of the Act)

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Act - as used in this Part, the Nursing Home Care Act (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 4151-101 et seq.).

Activity Program - a specific planned program of varied group and individual activities geared to the individual resident's needs and available for a reasonable number of hours each day.

Adaptive Behavior - the effectiveness or degree with which the individual meets the standards of personal independence and social responsibility expected of his age and cultural group.

Addition - any construction attached to the original building which increases the area or cubic content of the building.

Adequate - enough in either quantity or quality, as determined by a reasonable person familiar with the professional standards of the subject under review, to meet the needs of the residents of a facility under the particular set of circumstances in existence at the time of review.

Administrative Warning - a notice to a facility issued by the Department under Section 300.277 of this Part and Section 3-303.2 of the Act, which indicates that a situation, condition, or practice in the facility violates the Act or the Department's rules, but is not a type A or type B violation.

Administrator - the person who is directly responsible for the operation and administration of the facility, irrespective of the assigned title. (See Licensed Nursing Home Administrator)

Advocate - a person who represents the rights and interests of an individual as though they were the person's own, in order to realize the rights to which the individual is entitled, obtain needed services, and remove barriers to meeting the individual's needs.

AFFILIATE MEANS:

WITH RESPECT TO A PARTNERSHIP, EACH PARTNER THEREOF.

WITH RESPECT TO A CORPORATION, EACH OFFICER, DIRECTOR AND STOCKHOLDER THEREOF.

WITH RESPECT TO A NATURAL PERSON: ANY PERSON RELATED IN THE FIRST DEGREE OF KINSHIP TO THAT PERSON; EACH PARTNERSHIP AND EACH PARTNER THEREOF OF WHICH THAT PERSON OR ANY AFFILIATE OF THAT PERSON IS A PARTNER; AND EACH CORPORATION IN WHICH

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THAT PERSON OR ANY AFFILIATE OF THAT PERSON IS AN OFFICER, DIRECTOR OR STOCKHOLDER. (Section 1-106 of the Act)

Aide or Orderly - any person providing direct personal care, training or habilitation services to residents.

Alteration - any construction change or modification of an existing building which does not increase the area or cubic content of the building.

Ambulatory Resident - a person who is physically and mentally capable of walking without assistance, or is physically able with guidance to do so, including the ascent and descent of stairs.

APPLICANT - ANY PERSON MAKING APPLICATION FOR A LICENSE.
(Section 1-107 of the Act)

Appropriate - term used to indicate that a requirement is to be applied according to the needs of a particular individual or situation.

Assessment - the use of an objective system with which to evaluate the physical, social, developmental, behavioral, and psychosocial aspects of an individual.

Audiologist - a person who is certified or is eligible for a certificate of clinical competence in audiology granted by the American Speech and Hearing Association under its requirements in effect on the publication of this provision or meets the educational requirements for certification, and is in the process of accumulating the supervised experience required for certification.

Autism - A syndrome described as consisting of withdrawal, very inadequate social relationships, exceptional object relationships, language disturbances and monotonously repetitive motor behavior; many children with autism will also be seriously impaired in general intellectual functioning; ~~m~~Mental illness observed in young children characterized by severe withdrawal and inappropriate response to external stimulation.

Autoclave - an apparatus for sterilizing by superheated steam under pressure.

Auxiliary Personnel - all nursing personnel in intermediate care facilities and skilled nursing facilities other than licensed personnel.

Basement - when used in this Part, means any story or floor level below the main or street floor. Where due to grade difference, there are two levels each qualifying as a street floor, a basement is any floor below the level of the two street floors. Basements shall not be counted in determining the height of a building in stories.

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Behavior Modification - treatment to be used to establish or change behavior patterns.

Cerebral Palsy - a disorder dating from birth or early infancy, nonprogressive, characterized by examples of aberrations of motor function (paralysis, weakness, incoordination) and often other manifestations of organic brain damage such as sensory disorders, seizures, mental retardation, learning difficulty and behavior disorders.

Certification for Title XVIII and XIX - the issuance of a document by the Department to the Department of Health and Human Services or the Department of Public Aid verifying compliance with applicable statutory or regulatory requirements for the purposes of participation as a provider of care and service in a specific Federal or State health program.

Charge Nurse - a charge nurse is a registered professional nurse or a licensed practical nurse in charge of the nursing activities for a specific unit or floor during a tour of duty.

Community Alternatives - service programs in the community provided as an alternative to institutionalization.

Community Living Facility - see Facility, Community Living.

Continuing Care Contract - a contract through which a facility agrees to supplement all forms of financial support for a resident throughout the remainder of the resident's life.

Contract - a binding agreement between a resident or the resident's guardian (or, if the resident is a minor, the resident's parent) and the facility or its agent.

Corporal Punishment - painful stimuli inflicted directly upon the body.

Cruelty and Indifference to Welfare of the Resident - failure to provide a resident with the care and supervision he requires; or, the infliction of mental or physical abuse. Examples of physical abuse are restraining a resident, striking, slapping, hitting, or withholding food as punishment. Examples of mental abuse are swearing, threatening and seclusion.

Dentist - any person licensed by the State of Illinois to practice dentistry, includes persons holding a Temporary Certificate of Registration, as provided in the Illinois Dental Practice Act (Ill. Rev. Stat. 1989, ch. 111, par. 2301 et seq.).

Department - as used in this Part means the Illinois Department of Public Health.

Developmentally Disabled - those individuals whose disability is attributable to mental retardation, cerebral palsy, epilepsy, autism, or other pathological conditions which generally originate before such individuals attain age 18, and which continue, or can be expected to continue, indefinitely, and which constitute a substantial functioning handicap to such

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individuals.

Developmental Disability - a severe, chronic disability of a person which:

is attributable to a mental or physical impairment or combination of mental and physical impairment or combination of mental and physical impairments;

is manifest before age 22;

is likely to continue indefinitely;

results in substantial functional limitations in three or more of the following areas of major life activities:

self-care;

receptive and expressive language;

learning;

mobility;

self-direction;

capacity for independent living; and

economic self-sufficiency; and

reflects the persons's needs for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of life-long or extended duration and individually planned and coordinated.

Dietetic Service Supervisor - a person who:

is a qualified dietitian; or

is a graduate of a dietetic technician or dietetic assistant training program, corresponding or classroom, approved by the American Dietetic Association; or

is a graduate of a Department-approved course that provides 90 or more hours of classroom instruction in food service supervision and has had experience as a supervisor in a health care institution, which included consultation from a dietitian; or

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has training and experience in food service supervision and management in a military service equivalent in content to the program in paragraph (2) or (3) of this definition.

Dietitian - a person who:

is eligible for registration by the American Dietetic Association; or

has a baccalaureate degree with major studies in food and nutrition, dietetics, and food service management, has one year of supervisory experience in the dietetic service of a health care institution, and participates annually in continuing dietetic education.

Direct Care Aide - Any person who provides nursing care, personal care or psychosocial support to residents of Specialized living Facilities, regardless of title, and who is not a Qualified Professional, as defined in these rules. Direct Care Aides must function under the supervision of a licensed nurse when performing nursing or personal care duties.

Direct Supervision - means that work is performed under the guidance and direction of a supervisor who is responsible for the work, who plans work and methods, who is available on short notice to answer questions and deal with problems that are not strictly routine, who regularly reviews the work performed, and who is accountable for the results.

DIRECTOR - THE DIRECTOR OF PUBLIC HEALTH OR HIS DESIGNEE.
(Section 1-110 of the Act)

Director of Nursing Service - the full-time Professional Registered Nurse who is directly responsible for the immediate supervision of the nursing services.

DISCHARGE - THE FULL RELEASE OF ANY RESIDENT FROM A FACILITY.
(Section 1-111 of the Act)

Distinct Part - an entire, physically identifiable unit consisting of all of the beds within that unit and having facilities meeting the standards applicable to the levels of service to be provided. Staff and services for a distinct part are established as set forth in the respective regulations governing the levels of services approved for the distinct part.

Emergency - a situation, physical condition or one or more practices, methods or operations which present imminent danger of death or serious physical or mental harm to residents of a facility.

Epilepsy - a chronic symptom of cerebral dysfunction, characterized by recurrent attacks, involving changes in the state of consciousness, sudden in onset, and of brief duration.

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Many attacks are accompanied by a seizure in which the person falls involuntarily.

Equivalent of a Graduate Licensed Practical Nurse - a licensed practical nurse, licensed by waiver, who successfully passes the proficiency examination approved by the U.S. Department of Health and Human Services shall be considered the equivalent of a licensed practical nurse who is a graduate of an approved school of practical nursing for the purposes of this Part.

Existing Long-Term Care Facility - any facility initially licensed as a health care facility or approved for construction by the Department, or any facility initially licensed or operated by any other agency of the State of Illinois, prior to March 1, 1980. Existing long-term care facilities shall meet the design and construction standards for existing facilities for the level of long-term care for which the license (new or renewal) is to be granted.

Facility, Community Living - a place of residence as limited in these standards for between five and 80 ambulatory adults who are mildly or moderately mentally retarded with a potential for being absorbed into the mainstream of community life.

Facility, Intermediate Care - a facility which provides basic nursing care and other restorative services under periodic medical direction. Many of these services may require skill in administration. Such facilities are for residents who have long-term illnesses or disabilities which may have reached a relatively stable plateau.

Facility, Intermediate Care for the Developmentally Disabled - when used in this Part, is a facility of three or more persons, or distinct part thereof, serving residents of which more than 50 percent are developmentally disabled. Facilities with any number less than 50 percent of developmentally disabled residents, who are determined by the Department with consultation from the Division of Developmental Disabilities, Illinois Department of Mental Health and Developmental Disabilities to need organized social support and training programs, must comply with the program requirements in this Part ~~these minimum~~ Standards.

FACILITY OR LONG-TERM CARE FACILITY - A PRIVATE HOME, INSTITUTION, BUILDING, RESIDENCE, OR ANY OTHER PLACE, WHETHER OPERATED FOR PROFIT OR NOT, OR A COUNTY HOME FOR THE INFIRM AND CHRONICALLY ILL OPERATED PURSUANT TO THE COUNTY HOME ACT (Ill. Rev. Stat. 1989, ch. 53, par. 61 et seq.), AS NOW OR HEREFTER AMENDED, OR BY A COUNTY PURSUANT TO 'AN ACT IN RELATION TO HOMES FOR THE AGED' (Ill. Rev. Stat. 1989, ch. 34, par. 351 et seq.) AS NOW OR HEREFTER AMENDED, OR ANY SIMILAR INSTITUTION OPERATED BY A POLITICAL SUBDIVISION OF THE STATE OF ILLINOIS, WHICH PROVIDES, THROUGH ITS OWNERSHIP OR MANAGEMENT, PERSONAL CARE, SHELTERED CARE OR NURSING FOR THREE OR MORE PERSONS, NOT RELATED TO THE APPLICANT OR OWNER BY BLOOD

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OR MARRIAGE. IT INCLUDES SKILLED NURSING FACILITIES AND INTERMEDIATE CARE FACILITIES AS THOSE TERMS ARE DEFINED IN TITLE XVIII AND TITLE XIX OF THE FEDERAL SOCIAL SECURITY ACT (42 U.S.C.A. 1395 et seq. and 1936 et seq.). A "facility" may consist of more than one building as long as the buildings are on the same tract, or adjacent tracts of land. However, there shall be no more than one "facility" in any one building. "FACILITY" DOES NOT INCLUDE THE FOLLOWING:

A HOME, INSTITUTION, OR OTHER PLACE OPERATED BY THE FEDERAL GOVERNMENT OR AGENCY THEREOF; OR BY THE STATE OF ILLINOIS;

A HOSPITAL, SANITARIUM, OR OTHER INSTITUTION WHOSE PRINCIPAL ACTIVITY OR BUSINESS IS THE DIAGNOSIS, CARE, AND TREATMENT OF HUMAN ILLNESS THROUGH THE MAINTENANCE AND OPERATION AS ORGANIZED FACILITIES THEREFOR, WHICH IS REQUIRED TO BE LICENSED UNDER THE HOSPITAL LICENSING ACT (Ill. Rev. Stat. 1989, ch. 111 1/2, par. 142 et seq.) AS NOW OR HEREFTER AMENDED; OR

ANY "FACILITY FOR CHILD CARE" AS DEFINED IN THE CHILD CARE ACT OF 1969 (Ill. Rev. Stat. 1989, ch. 23, par. 2211 et seq.) AS NOW OR HEREFTER AMENDED. (Section 1-113 of the Act); OR

ANY NURSING HOME OR SANATORIUM OPERATED SOLELY BY AND FOR PERSONS WHO RELY EXCLUSIVELY UPON TREATMENT BY SPIRITUAL MEANS THROUGH PRAYER, IN ACCORDANCE WITH THE CREED OR TENETS OF ANY WELL-RECOGNIZED CHURCH OR RELIGIOUS DENOMINATION. HOWEVER, SUCH NURSING HOME OR SANATORIUM SHALL COMPLY WITH ALL LOCAL LAWS AND RULES RELATING TO SANITATION AND SAFETY. (Section 1-113 of the Act)

Facility, Skilled Nursing - when used in this Part is synonymous with a skilled nursing facility. A skilled nursing facility provides skilled nursing care, continuous skilled nursing observations, restorative nursing, and other services under professional direction with frequent medical supervision. Such facilities are provided for patients who need the type of care and treatment required during the post acute phase of illness or during recurrences of symptoms in long-term illness.

Financial Responsibility - sufficient assets to provide adequate services such as: staff, heat, laundry, foods, supplies, and utilities for at least a two-month period of time.

Full-time - means on duty a minimum of 36 hours, four days per week.

Goal - an expected result or condition that involves a relatively long period of time to

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achieve, that is specified in behavioral terms in a statement of relatively broad scope, and that provides guidance in establishing specific, short-term objectives directed toward its attainment.

Governing Body - the policy-making authority, whether an individual or a group, that exercises general direction over the affairs of a facility and establishes policies concerning its operation and the welfare of the individuals it serves.

GUARDIAN - A PERSON APPOINTED AS A GUARDIAN OF THE PERSON OR GUARDIAN OF THE ESTATE, OR BOTH, OF A RESIDENT UNDER THE PROBATE ACT OF 1975 (Ill. Rev. Stat. 1989, ch. 110 1/2, par. 1-1 et seq.) AS NOW OR HEREFTER AMENDED. (Section 1-114 of the Act)

Habilitation - an effort directed toward the alleviation of a disability or toward increasing a person's level of physical, mental, social or economic functioning. Habilitation may include, but is not limited to, diagnosis, evaluation, medical services, residential care, day care, special living arrangements, training, education, sheltered employment, protective services, counseling and other services.

Health Services Supervisor - (Director of Nursing Service) the full-time Registered Nurse, or Licensed Practical Nurse, who is directly responsible for the immediate supervision of the health services in an Intermediate Care Facility.

Home for the Aged - any facility which is operated: by a not-for-profit corporation incorporated under, or qualified as a foreign corporation under, the General Not For Profit Corporation Act of 1986, as heretofore or hereafter amended (Ill. Rev. Stat. 1989, ch. 32, par. 101.01 et seq.); or, by a county pursuant to "AN ACT in relation to homes for the aged", as heretofore or hereafter amended (Ill. Rev. Stat. 1989, ch. 34, par. 3561 et seq.); or, pursuant to a trust or endowment established for nonprofit, charitable purposes, and which provides maintenance, personal care, nursing or sheltered care to three or more residents, 90 percent of whom are 60 or more years of age.

Hospitalization - the care and treatment of a person in a hospital as an in-patient.

House Manager - a qualified person on duty 40 hours a week managing the Community Living Facility and responsible for its operation and its inhabitants.

Individual Educational Program (IEP) - a written statement for each resident that provides for specific education and related services. The Individual Education Program may be incorporated into the Individual Habilitation Plan (IHP).

Individual Habilitation Plan (IHP) - a total plan of care that is developed by the interdisciplinary team for each resident, and that is developed on the basis of all assessment

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results.

Institutional Occupancy - when used in this Part means Health Care Facilities, Group (a), as defined in Chapter 10, paragraph 10-0001 of the Life Safety Code, National Fire Protection Association (1985/1967 Edition).

Interdisciplinary Team - a group of persons that represents those professions, disciplines, or service areas that are relevant to identifying an individual's needs, and designs a program to meet those needs. This team shall include at least a physician, a social worker and other professionals. In Intermediate Care Facilities for The Developmentally Disabled (ICF-DD's) at least one member of the team shall be a Qualified Mental Retardation Professional.

Licensed Nursing Home Administrator - a person who is charged with the general administration and supervision of a facility and licensed under the Nursing Home Administrators Licensing and Disciplinary Act (Ill. Rev. Stat. 1989, ch. 111, par. 3651 et seq.), as now or hereafter amended.

Licensed Practical Nurse - a person with a valid Illinois license to practice as a practical nurse.

LICENSEE - THE PERSON OR ENTITY LICENSED TO OPERATE THE FACILITY AS PROVIDED UNDER THE ACT. (Section 1-115 of the Act)

Life Care Contract - a contract through which a facility agrees to provide maintenance and care for a resident throughout the remainder of the resident's life.

MAINTENANCE - FOOD, SHELTER, AND LAUNDRY SERVICES. (Section 1-116 of the Act)

Maladaptive Behavior - impairment in adaptive behavior as determined by a clinical psychologist or by a physician. Impaired adaptive behavior may be reflected in delayed maturation, reduced learning ability or inadequate social adjustment.

Medical Record Practitioner - a person who: is eligible for certification as a registered record administrator (RRA) or an accredited record technician (ART), by the American Medical Record Association under its requirements; or is a graduate of a school of medical record science that is accredited jointly by the American Medical Association and the American Medical Record Association.

Mentally Retarded and Mental Retardation - subaverage general intellectual functioning originating during the developmental period and associated with maladaptive behavior.

Misappropriation of Property - using a resident's cash, clothing, or other possessions

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without authorization by the resident or the resident's authorized representative; failure to return valuables after a resident's discharge; or failure to refund money after death or discharge when there is an unused balance in the resident's personal account.

Mobile Nonambulatory - unable to walk independently or without assistance, but able to move from place to place with the use of devices such as walkers, crutches, wheelchairs, or wheeled platforms.

Mobile Resident - any resident who is able to move about either independently or with the aid of assistive devices such as walkers, crutches, wheelchairs, or wheeled platforms.

Monitor - a qualified person placed in a facility by the Department to observe operations of the facility, assist the facility by advising it on how to comply with the State regulations, and who reports periodically to the Department on the operations of the facility.

NEGLECT - A FAILURE IN A FACILITY TO PROVIDE ADEQUATE MEDICAL OR PERSONAL CARE OR MAINTENANCE, WHICH FAILURE RESULTS IN PHYSICAL OR MENTAL INJURY TO A RESIDENT OR IN THE DETERIORATION OF A RESIDENT'S PHYSICAL OR MENTAL CONDITION. (Section 1-117 of the Act)

New Long-Term Care Facility - any facility initially licensed as a health care facility by the Department, or any facility initially licensed or operated by any other agency of the State of Illinois, on or after March 1, 1980. New long-term care facilities shall meet the design and construction standards for new facilities for the level of long-term care for which the license (new or renewal) is to be granted.

Normalization - the principle of helping individuals to obtain an existence as close to normal as possible, by making available to them patterns and conditions of everyday life that are as close as possible to the norms and patterns of the mainstream of society.

NURSE - A REGISTERED NURSE OR A LICENSED PRACTICAL NURSE AS DEFINED IN THE ILLINOIS NURSING ACT OF 1987 (Ill. Rev. Stat. 1989, ch. 111, par. 3501 et seq.) AS NOW OR HEREAFTER AMENDED. (Section 1-118 of the Act)

Nursing Assistant - Any person who provides nursing care or personal care to residents of licensed long-term care facilities, regardless of title, and who is not otherwise licensed, certified or registered by the Department of Professional Regulation to render medical care. Other titles often used to refer to nursing assistants include, but are not limited to, nurse's aide, orderly and nurse technician. Nursing assistants must function under the supervision of a licensed nurse.

Nursing Care - a complex of activities which carries out the diagnostic, therapeutic, and rehabilitative plan as prescribed by the physician; care for the resident's environment;

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observing symptoms and reactions and taking necessary measures to carry out nursing procedures involving understanding of cause and effect in order to safeguard life and health.

Nursing Unit - a physically identifiable distinct part of a facility consisting of all the beds within the distinct part, but having no more than 75 beds, none of which are more than 120 feet from the nurse's station.

Objective - an expected result or condition that involves a relatively short period of time to achieve, that is specified in behavioral terms, and that is related to the achievement of a goal.

Occupational Therapist, Registered (OTR) - a person who is registered with the Department of Professional Regulation as an occupational therapist under the Illinois Occupational Therapy Practice Act (Ill. Rev. Stat. 1989, ch. 111, par. 3701 et seq.).

Occupational Therapy Assistant - a person who is registered with the Department of Professional Regulation as a certified occupational therapy assistant under the Illinois Occupational Therapy Practice Act.

Operator - the person responsible for the control, maintenance and governance of the facility, its personnel and physical plant.

Oversight - general watchfulness and appropriate reaction to meet the total needs of the residents, exclusive of nursing or personal care. Oversight shall include, but is not limited to, social, recreational and employment opportunities for residents who, by reason of mental disability, or in the opinion of a licensed physician, are in need of residential care.

OWNER - THE INDIVIDUAL, PARTNERSHIP, CORPORATION, ASSOCIATION OR OTHER PERSON WHO OWNS A FACILITY. IN THE EVENT A FACILITY IS OPERATED BY A PERSON WHO LEASES THE PHYSICAL PLANT, WHICH IS OWNED BY ANOTHER PERSON, "OWNER" MEANS THE PERSON WHO OPERATES THE FACILITY, EXCEPT THAT IF THE PERSON WHO OWNS THE PHYSICAL PLANT IS AN AFFILIATE OF THE PERSON WHO OPERATES THE FACILITY AND HAS SIGNIFICANT CONTROL OVER THE DAY-TO-DAY OPERATIONS OF THE FACILITY, THE PERSON WHO OWNS THE PHYSICAL PLANT SHALL INCUR JOINTLY AND SEVERALLY WITH THE OWNER ALL LIABILITIES IMPOSED ON AN OWNER UNDER THE ACT. (Section 1-119 of the Act)

Person - any individual, partnership, corporation, association, municipality, political subdivision, trust, estate or other legal entity whatsoever.

PERSONAL CARE - ASSISTANCE WITH MEALS, DRESSING, MOVEMENT, BATHING, OR OTHER PERSONAL NEEDS, OR GENERAL SUPERVISION AND

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OVERSIGHT OF THE PHYSICAL AND MENTAL WELL-BEING OF AN INDIVIDUAL, EXCLUSIVE OF NURSING, WHO BECAUSE OF AGE, PHYSICAL OR MENTAL DISABILITY, EMOTIONAL OR BEHAVIOR DISORDER, OR MENTAL RETARDATION IS INCAPABLE OF MAINTAINING A PRIVATE, INDEPENDENT RESIDENCE, OR WHO IS INCAPABLE OF MANAGING HIS PERSON WHETHER OR NOT A GUARDIAN HAS BEEN APPOINTED. (Section 1-120 of the Act)

Pharmacist, Registered - a person who holds a certificate of registration as a registered pharmacist, a local registered pharmacist or a registered assistant pharmacist under the Pharmacy Practice Act of 1987 (Ill. Rev. Stat. 1989, ch. 111, par. 4121 et seq.).

Physical Therapy Assistant - a person who has graduated from a two year college level program approved by the American Physical Therapy Association.

Physical Therapist - a person who is registered with the Department of Professional Regulation as a physical therapist under the Illinois Physical Therapy Act (Ill. Rev. Stat. 1989, ch. 111 par. 4251 et seq.).

Physician - any person licensed by the State of Illinois to practice medicine in all its branches as provided in the Medical Practice Act of 1987 (Ill. Rev. Stat. 1989, ch. 111, par. 4400-1 et seq.).

Probationary License - an initial license issued for a period of 120 days during which time the Department will determine the qualifications of the applicant

Program Coordinator - a qualified person directly responsible for the overall program, operation and management of a Community Living Facility.

Program Unit - a resident care unit in Specialized Living Facilities equivalent to a nursing unit in Skilled Nursing facilities as defined in this Part.

Psychiatrist - a physician who has had at least three years of formal training or primary experience in the diagnosis and treatment of mental illness.

Psychologist - a person who is licensed by the Illinois Department of Professional Regulation to practice clinical psychology under the Clinical Psychologist Licensing Act (Ill. Rev. Stat. 1989, ch. 111, par. 5351 et seq.).

Qualified Mental Retardation Professional - a person who has at least one year of experience working directly with individuals with developmental disabilities and meets at least one of the following additional qualifications:

Be a physician as defined in this Section.

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Be a registered nurse as defined in this Section.

Hold at least a bachelor's degree in one of the following fields: occupational therapy, physical therapy, psychology, social work, speech or language pathology, recreation (or a recreational specialty area such as art, dance, music, or physical education), dietary services or dietetics, or a human services field (such as sociology, special education, or rehabilitation counseling).

Qualified Professional - a person who meets the educational, technical and ethical criteria of a health care profession, as evidenced by eligibility for membership in an organization established by the profession for the purpose of recognizing those persons who meet such criteria; and who is licensed, registered, or certified by the State of Illinois, if required.

REASONABLE VISITING HOURS - ANY TIME BETWEEN THE HOURS OF 10 A.M. AND 8 P.M. DAILY. (Section 1-121 of the Act)

Registered Nurse - a person with a valid Illinois license from the Illinois Department of Professional Regulation to practice as a registered professional nurse under the Illinois Nursing Act of 1987.

REPEAT VIOLATION - FOR PURPOSES OF ASSESSING FINES UNDER SECTION 3-305 OF THE ACT, A VIOLATION THAT HAS BEEN CITED DURING ONE INSPECTION OF THE FACILITY FOR WHICH A SUBSEQUENT INSPECTION INDICATES THAT AN ACCEPTED PLAN OF CORRECTION WAS NOT COMPLIED WITH, WITHIN A PERIOD OF NOT MORE THAN TWELVE MONTHS FROM THE ISSUANCE OF THE INITIAL VIOLATION. A REPEAT VIOLATION SHALL NOT BE A NEW CITATION OF THE SAME RULE, UNLESS THE LICENSEE IS NOT SUBSTANTIALLY ADDRESSING THE ISSUE ROUTINELY THROUGHOUT THE FACILITY. (Section 3-305(7) of the Act)

Reputable Moral Character - having no history of a conviction of the applicant, or if the applicant is a firm, partnership, or association, of any of its members, or of a corporation, of any of its officers, or directors, or of the person designated to manage or supervise the facility, of a felony, or of two or more misdemeanors involving moral turpitude, as shown by a certified copy of the record of the court of conviction, or in the case of the conviction of a misdemeanor by a court not of record, as shown by other evidence; or other satisfactory evidence that the moral character of the applicant, or manager, or supervisor of the facility is not reputable.

RESIDENT - PERSON RESIDING IN AND RECEIVING PERSONAL CARE FROM A FACILITY. (Section 1-122 of the Act)

Resident Services Director - the full-time administrator, or an individual on the professional staff in the facility, who is directly responsible for the coordination and monitoring of the

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residents' overall plans of care in an intermediate care facility.

RESIDENT'S REPRESENTATIVE - A PERSON OTHER THAN THE OWNER, OR AN AGENT OR EMPLOYEE OF A FACILITY NOT RELATED TO THE RESIDENT, DESIGNATED IN WRITING BY A RESIDENT TO BE HIS REPRESENTATIVE, OR THE RESIDENT'S GUARDIAN, OR THE PARENT OF A MINOR RESIDENT FOR WHOM NO GUARDIAN HAS BEEN APPOINTED. (Section 1-123 of the Act)

Restorative Care - a health care process designed to assist residents to attain and maintain the highest degree of function of which they are capable (physical, mental, and social).

Restraint of a Resident - the application of a device to limit movements.

Room - a part of the inside of a facility that is partitioned continuously from floor to ceiling with openings closed with glass or hinged doors.

Safety Device - any equipment or protective device used on a bed, chair, or resident which prevents him from falling or otherwise injuring himself. Examples are: bedside rails; geriatric or adaptive chairs; a wide band, vest or sheet applied to prevent falling out of a bed or chair; and hand socks applied to prevent injuring one's self.

Sanitization - the reduction of pathogenic organisms on a utensil surface to a safe level, which is accomplished through the use of steam, hot water, or chemicals.

Satisfactory - same as adequate.

Seclusion - the retention of a resident in a room which the resident cannot open.

Self Preservation - the ability to follow directions or recognize impending danger or emergency situations and react by avoiding or leaving the unsafe area.

SHELTERED CARE - MAINTENANCE AND PERSONAL CARE. (Section 1-124 of the Act)

Social Worker, Qualified - a person who:

is a licensed social worker or a licensed clinical social worker under the Clinical Social Work and Social Work Practice Act (Ill. Rev. Stat. 1989, ch. 111, par. 6351 et seq.); and

is a graduate of a school of social work which has been approved by the Council on Social Work Education (some schools are approved for Bachelor's Degree programs and others for Master's Degree programs); and

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has one year of social work experience in a health care setting.

State Fire Marshal - the Fire Marshal of the Office of the State Fire Marshal, Division of Fire Prevention.

Sterilization - the act or process of destroying completely all forms of microbial life, including viruses.

STOCKHOLDER OF A CORPORATION - ANY PERSON WHO, DIRECTLY OR INDIRECTLY, BENEFICIALLY OWNS, HOLDS OR HAS THE POWER TO VOTE, AT LEAST FIVE PERCENT OF ANY CLASS OF SECURITIES ISSUED BY THE CORPORATION. (Section 1-125 of the Act)

Story - when used in this Part means that portion of a building between the upper surface of any floor and the upper surface of the floor above except that the topmost story shall be the portion of a building between the upper surface of the topmost floor and the upper surface of the roof above.

STUDENT INTERN - MEANS ANY PERSON WHOSE TOTAL TERM OF EMPLOYMENT IN ANY FACILITY DURING ANY 12-MONTH PERIOD IS EQUAL TO OR LESS THAN 90 CONTINUOUS DAYS, AND WHOSE TERM OF EMPLOYMENT IS EITHER:

AN ACADEMIC CREDIT REQUIREMENT IN A HIGH SCHOOL OR UNDERGRADUATE INSTITUTION, OR

IMMEDIATELY SUCCEEDS A FULL QUARTER, SEMESTER OR TRIMESTER OF ACADEMIC ENROLLMENT IN EITHER A HIGH SCHOOL OR UNDERGRADUATE INSTITUTION, PROVIDED THAT SUCH PERSON IS REGISTERED FOR ANOTHER FULL QUARTER, SEMESTER OR TRIMESTER OF ACADEMIC ENROLLMENT IN EITHER A HIGH SCHOOL OR UNDERGRADUATE INSTITUTION WHICH QUARTER, SEMESTER OR TRIMESTER WILL COMMENCE IMMEDIATELY FOLLOWING THE TERM OF EMPLOYMENT. (Section 1-125.1 of the Act)

Substantial - meeting requirements except for variance from the strict and literal performance, which results in unimportant omissions or defects given the particular circumstances involved. This definition is limited to the phrase as used in Sections 300.280(q)(8), 300.280(k)(2) and 300.280(k)(4).

Substantial failure - the failure to meet requirements other than a variance from the strict and literal performance, which results in unimportant omissions or defects given the particular circumstances involved. This definition is limited to the phrase as used in

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Sections 300.180(b)(1) and 300.260(f).

Sufficient - Same as adequate.

Supervision - authoritative procedural guidance by a qualified person for the accomplishment of a function or activity within his sphere of competence, with initial direction and periodic inspection of the actual act of accomplishing the function or activity. Unless otherwise stated in regulations this Part, the supervisor must be on the premises if the person does not meet assistant level (two-year training program) qualifications specified in these definitions.

Therapeutic Recreation Specialist - a person who is certified by the National Council for Therapeutic Recreation Certification and who meets the minimum standards it has established for classification as a Therapeutic Recreation Specialist.

Time Out - removing an individual from a situation that results in undesirable behavior. It is a behavior modification procedure which is developed and implemented under the supervision of a qualified professional.

TITLE XVIII - TITLE XVIII OF THE FEDERAL SOCIAL SECURITY ACT AS NOW OR HEREAFTER AMENDED. (Section 1-126 of the Act)

TITLE XIX - TITLE XIX OF THE FEDERAL SOCIAL SECURITY ACT AS NOW OR HEREAFTER AMENDED. (Section 1-127 of the Act)

TRANSFER - A CHANGE IN STATUS OF A RESIDENT'S LIVING ARRANGEMENTS FROM ONE FACILITY TO ANOTHER FACILITY. (Section 1-128 of the Act)

TYPE A VIOLATION - A VIOLATION OF THE ACT OR OF THE RULES PROMULGATED THEREUNDER WHICH CREATES A CONDITION OR OCCURRENCE RELATING TO THE OPERATION AND MAINTENANCE OF A FACILITY PRESENTING A SUBSTANTIAL PROBABILITY THAT DEATH OR SERIOUS MENTAL OR PHYSICAL HARM TO A RESIDENT WILL RESULT THEREFROM. (Section 1-129 of the Act)

TYPE B VIOLATION - A VIOLATION OF THE ACT OR OF THE RULES PROMULGATED THEREUNDER WHICH CREATES A CONDITION OR OCCURRENCE RELATING TO THE OPERATION AND MAINTENANCE OF A FACILITY DIRECTLY THREATENING TO THE HEALTH, SAFETY OR WELFARE OF A RESIDENT. (Section 1-130 of the Act)

Unit - an entire physically identifiable residence area, in Community Living Facilities consisting of not less than five nor more than 20 beds, and having facilities meeting the

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standards applicable to the levels of service to be provided. Staff and services for each distinct resident area are established as set forth in the respective rules regulations governing the approved levels of service.

Universal Progress Notes - a common record with periodic narrative documentation by all persons involved in resident care.

Valid License - a license which is unsuspended, unrevoked and unexpired.

(Source: Amended at 16 Ill. Reg. 681, effective January 1, 1992)

Section 300.620 Admission and Discharge Policies

- a) No resident determined by professional evaluation to be in need of services not readily available in a particular facility, or through arrangement with a qualified outside resource, shall be admitted to, or kept in that facility, provided that all involuntary discharges and transfers shall be in accordance with Sections 3-401 through 3-423 of the Act. The Department defines a "qualified outside source" as one recognized as meeting professional standards for services provided. (B)
- b) Each facility shall have a policy concerning the admission of persons needing prenatal or maternity care, and a policy concerning the keeping of such persons who become pregnant while they are residents of the facility. If these policies permit such persons to be admitted to, or kept in the facility, then the facility shall have a policy concerning the provision of adequate and appropriate prenatal and maternity care to such individuals from in-house or outside resources. (See Section 300.3320.)
- c) No resident shall be admitted to, or kept in, the facility:
 - 1) Who is mentally ill, in need of mental treatment, and at risk because, due to the mental illness, the person is reasonably expected to self-inflict serious physical harm or to inflict serious physical harm on another person in the near future as determined by professional evaluation, provided that all involuntary discharges and transfers shall be in accordance with Sections 3-401 through 3-423 of the Act. (B)
 - 2) Who is destructive of property, himself, or others, provided that all involuntary discharges and transfers shall be in accordance with Sections 3-401 through 3-423 of the Act. (B)
 - d) ~~No~~ resident shall be admitted to the facility ~~who~~ who is developmentally disabled and who needs programming for such conditions, as described in the rules governing intermediate care facilities for the developmentally disabled (77 Ill. Adm. Code 350). Such person shall only be admitted to ~~or kept in~~ facilities licensed as intermediate

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care facilities for the developmentally disabled under 77 Ill. Adm. Code 350, or if under 18, in a long-term care facility for persons under 22 years of age which is licensed under 77 Ill. Adm. Code 390. Persons from 18 to 21 years of age in need of such care may be kept in either facility, provided that all involuntary discharges and transfers shall be in accordance with Sections 3-401 through 3-423 of the Act. (B)

- g) Persons under 18 years of age may not be cared for in a facility for adults without prior written approval from the Department.
- f) A facility shall not refuse to discharge or transfer a resident when requested to do so by the resident or, if incompetent, by the resident's guardian.
- g) If a resident insists on and is discharged against medical advice, the facts involved in the situation shall be fully documented in the resident's clinical record.
- h) Persons with communicable, contagious, or infectious diseases may be admitted under the conditions and in accordance with the procedures specified in Section 300.1020(b). (A, B)
- ih) A facility shall not admit more residents than the number authorized by the license issued to it. (B)

(Source: Amended at 16 Ill. Reg. 681, effective January 1, 1992)

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- 1) The Heading of the Part: Pay Plan
- 2) The Code Citation: 80 Ill. Adm. Code 310
- 3) Section Number:
310.100 Emergency Action:
310.490 Amended
 Amended
- 4) The specific statutory citation upon which the rule is based and authorized:
Illinois Revised Statutes 1987, ch. 127, par. 63b108a(2)
- 5) The effective date of the rule: December 26, 1991
- 6) If this emergency rule is to expire before the end of the 150 days period, please specify the date:
The emergency amendment will extend to the full 150 days.
- 7) Date filed in Agency's principle office: December 26, 1991
- 8) The reason for the emergency:
This emergency filing is necessary to implement two additional pay provisions to the Pay Plan reflecting an increase of \$25.00 per month for those employees who have attained fifteen years of service and also have been on Step 7 for three years, effective January 1, 1992; and bi-lingual pay of an additional \$25.00 per month for individual positions whose job descriptions require the use of sign language or a second language, effective January 1, 1992. These have been negotiated for the identified contracts, and this filing is necessary to extend these to non-bargaining unit titles at the same time.
- 9) A Complete Description of the Subjects and Issues Involved:

In Section 310.100, Other Pay Provisions, an addition is being made to reflect an increase of \$25.00 per month for those employees who have attained fifteen years of service and also have been on Step 7 for three years, effective January 1, 1992. This shall apply to the Schedule of Salary Grades and various Collective Bargaining units.

A bi-lingual pay provision is being included under Sections 310.100 and 310.490 to reflect an additional \$25.00 per month to the employee's base rate for individual positions whose job descriptions

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require the use of sign language or a second language, effective January 1, 1992. Effective January 1, 1993, the pay shall increase to \$50.00 and to \$75.00 the following year on January 1, 1994.

- 10) Are there any proposed amendments pending to this part? Yes

Section Number	Proposed Action	Ill. Reg. Citation
310.110	Amended	15 Ill. Reg. 12051 (August 30, 1991)
310.130	Amended	15 Ill. Reg. 12051 (August 30, 1991)
310.280	Amended	15 Ill. Reg. 12051 (August 30, 1991)
310.290	Amended	15 Ill. Reg. 12051 (August 30, 1991)
310. Appendix B	Amended	15 Ill. Reg. 12051 (August 30, 1991)

- 11) Statement of Statewide Policy Objectives:

This rulemaking does not affect local government units.

- 12) The name, address and telephone number of the person to whom information and questions regarding this adopted rule shall be directed to:

Mr. Michael Murphy
Department of Central Management Services
Division of Technical Services
504 William G. Stratton Building
Springfield, Illinois 62706
Telephone: (217) 782-5601

The full text of the Emergency Rule is as follows:

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NOTICE OF EMERGENCY AMENDMENTS

TITLE 80: PUBLIC OFFICIALS AND EMPLOYEES
 SUBTITLE B: PERSONNEL RULES, PAY PLANS, AND
 POSITION CLASSIFICATIONS
 CHAPTER I: DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

PART 310
 PAY PLAN

SUBPART A: NARRATIVE

Section	
310.20	Policy and Responsibilities
310.30	Jurisdiction
310.40	Pay Schedules
310.50	Definitions
310.60	Conversion of Base Salary to Pay Period Units
310.70	Conversion of Base Salary to Daily or Hourly Equivalents
310.80	Increases in Pay
310.90	Decreases in Pay
310.100	Other Pay Provisions
EMERGENCY	
310.110	Implementation of Pay Plan Changes, Effective July 1, 1990
310.120	Interpretation and Application of Pay Plan
310.130	Effective Date
310.140	Reinstitution of Within Grade Salary Increases
310.150	Fiscal Year 1985 Pay Changes in Schedule of Salary Grades, effective July 1, 1984 (Repealed)

SUBPART B: SCHEDULE OF RATES

Section	
310.205	Introduction
310.210	Prevailing Rate
310.220	Negotiated Rate
310.230	Part-Time Daily or Hourly Special Services Rate
310.240	Hourly Rate
310.250	Member, Patient and Inmate Rate
310.260	Trainee Rate
310.270	Legislated and Contracted Rate
310.280	Designated Rate
310.290	Out-of-State or Foreign Service Rate
310.300	Educator Schedule for RC-063 and HR-010
310.310	Physician Specialist Rate
310.320	Annual Compensation Ranges for Executive Director and Assistant Executive Director, State Board of Elections
310.330	Excluded Classes Rate (Repealed)

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SUBPART C: MERIT COMPENSATION SYSTEM

Section	
310.410	Jurisdiction
310.420	Objectives
310.430	Responsibilities
310.440	Merit Compensation Salary Schedule
310.450	Procedures for Determining Annual Merit Increases
310.455	Intermittent Merit Increase
310.456	Merit Zone
310.460	Other Pay Increases
310.470	Adjustment
310.480	Decreases in Pay
310.490	Other Pay Provisions
EMERGENCY	
310.500	Definitions
310.510	Conversion of Base Salary to Pay Period Units
310.520	Conversion of Base Salary to Daily or Hourly Equivalents
310.530	Implementation
310.540	Annual Merit Increase Guidechart for Fiscal Year 1991
310.550	Fiscal Year 1985 Pay Changes in Merit Compensation System, effective July 1, 1984 (Repealed)

APPENDIX A Negotiated Rates of Pay

TABLE A	
TABLE B	HR-190 (Department of Central Management Services - State of Illinois Building - SEIU)
TABLE C	RC-069 (Firefighters, AFSOME)
TABLE D	HR-001 (Teamsters Local #726)
TABLE E	RC-020 (Teamsters Local #330)
TABLE F	RC-019 (Teamsters Local #25)
TABLE G	RC-045 (Automotive Mechanics, ISEA)
TABLE H	RC-006 (Corrections Employees, AFSOME)
TABLE I	RC-009 (Institutional Employees, AFSOME)
TABLE J	RC-014 (Clerical Employees, AFSOME)
TABLE K	RC-023 (Registered Nurses, IVA)
TABLE L	VR-004 (Illinois State Treasurer's Office Employees, Teamsters and IFT)
TABLE M	RC-027 (Educators, AFSOME) (Repealed)
TABLE N	RC-027 (Physician Rates, AFSOME) (Repealed)
TABLE O	RC-028 (Paraprofessional Human Services Employees, AFSOME)
TABLE P	RC-029 (Paraprofessional Investigatory and Law Enforcement Employees, ISEA)
TABLE Q	RC-033 (Neat Inspectors, ISEA)
TABLE R	RC-042 (Residual Maintenance Workers, AFSOME)
TABLE S	HR-012 (Fair Employment Practices Employees, SEIU)
TABLE T	HR-010 (Teachers of Deaf, IFT)

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TABLE U	HR-010 (Teachers of Deaf, Extracurricular Paid Activities)
TABLE V	CU-500 (Corrections; Meet and Confer Employees)
TABLE W	RC-062 (Technical Employees, AFSQME)
TABLE X	RC-063 (Professional Employees, AFSQME)
TABLE Y	RC-063 (Educators, AFSQME)
TABLE Z	RC-063 (Physicians, AFSQME)
APPENDIX B	Schedule of Salary Grades - Monthly and Annual Rates of Pay for Fiscal Year 1991
APPENDIX C	Physician Administrator Rates and Medical Facilities Administrator Rates for Fiscal Year 1991
APPENDIX D	Merit Compensation System Salary Schedule for Fiscal Year 1991
APPENDIX E	Teaching Salary Schedule (Repealed)
APPENDIX F	Physician and Physician Specialist Salary Schedule (Repealed)
AUTHORITY: Implementing and authorized by Section 8a(2) of the Personnel Code (Ill. Rev. Stat. 1989, ch. 127, par. 63b108a(2)).	

SOURCE: Filed June 28, 1967; codified at 8 Ill. Reg. 1558; emergency amendment at 8 Ill. Reg. 1990, effective January 31, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 2440, effective February 15, 1984; emergency amendment at 8 Ill. Reg. 3348, effective March 5, 1984, for a maximum of 150 days; emergency amendment at 8 Ill. Reg. 4249, effective March 16, 1984, for a maximum of 150 days; emergency amendment at 8 Ill. Reg. 5704, effective April 16, 1984, for a maximum of 150 days; emergency amendment at 8 Ill. Reg. 7290, effective May 11, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 11299, effective June 25, 1984; emergency amendment at 8 Ill. Reg. 12616, effective July 1, 1984, for a maximum of 150 days; emergency amendment at 8 Ill. Reg. 15007, effective August 6, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 15367, effective August 13, 1984; emergency amendment at 8 Ill. Reg. 21310, effective October 10, 1984, for a maximum of 150 days; amended at 8 Ill. Reg. 21544, effective October 24, 1984; amended at 8 Ill. Reg. 22844, effective November 14, 1984; emergency amendment at 9 Ill. Reg. 1134, effective January 16, 1985, for a maximum of 150 days; amended at 9 Ill. Reg. 1320, effective January 23, 1985; amended at 9 Ill. Reg. 3681, effective March 12, 1985; emergency amendment at 9 Ill. Reg. 4163, effective March 15, 1985, for a maximum of 150 days; emergency amendment at 9 Ill. Reg. 9231, effective May 31, 1985, for a maximum of 150 days; amended at 9 Ill. Reg. 9420, effective June 7, 1985; amended at 9 Ill. Reg. 10663, effective July 1, 1985; emergency amendment at 9 Ill. Reg. 15043, effective September 24, 1985, for a maximum of 150 days; emergency amendment at 10 Ill. Reg. 3325, effective January 22, 1986; amended at 10 Ill. Reg. 3230, effective January 24, 1986; emergency amendment at 10 Ill. Reg. 8904, effective May 13, 1986, for a maximum of

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150 days; emergency amendment at 10 Ill. Reg. 8928, effective May 13, 1986; emergency amendment at 10 Ill. Reg. 12090, effective June 30, 1986, for a maximum of 150 days; emergency amendment at 10 Ill. Reg. 13675, effective July 31, 1986; emergency amendment at 10 Ill. Reg. 14867, effective August 26, 1986; amended at 10 Ill. Reg. 15567, effective September 17, 1986; emergency amendment at 10 Ill. Reg. 17765, effective September 30, 1986, for a maximum of 150 days; emergency amendment at 10 Ill. Reg. 19132, effective October 28, 1986; emergency amendment at 10 Ill. Reg. 21097, effective December 9, 1986; amended at 10 Ill. Reg. 21097, effective December 22, 1986; emergency amendment at 11 Ill. Reg. 3363, effective February 3, 1987; emergency amendment at 11 Ill. Reg. 4388, effective February 27, 1987; emergency amendment at 11 Ill. Reg. 6291, effective March 23, 1987; amended at 11 Ill. Reg. 5901, effective March 24, 1987; emergency amendment at 11 Ill. Reg. 8787, effective April 15, 1987, for a maximum of 150 days; emergency amendment at 11 Ill. Reg. 11830, effective July 1, 1987, for a maximum of 150 days; emergency amendment at 11 Ill. Reg. 13675, effective July 29, 1987; emergency amendment at 11 Ill. Reg. 14984, effective August 27, 1987; emergency amendment at 11 Ill. Reg. 15273, effective September 1, 1987; emergency amendment at 11 Ill. Reg. 17919, effective October 19, 1987; emergency amendment at 11 Ill. Reg. 19812, effective November 19, 1987; emergency amendment at 11 Ill. Reg. 20664, effective December 4, 1987, for a maximum of 150 days; amended at 11 Ill. Reg. 20778, effective December 11, 1987; emergency amendment at 12 Ill. Reg. 3811, effective January 27, 1988; emergency amendment at 12 Ill. Reg. 5459, effective March 3, 1988; amended at 12 Ill. Reg. 6073, effective March 21, 1988; emergency amendment at 12 Ill. Reg. 7783, effective April 14, 1988; emergency amendment at 12 Ill. Reg. 7734, effective April 15, 1988, for a maximum of 150 days; emergency amendment at 12 Ill. Reg. 8135, effective April 22, 1988; emergency amendment at 12 Ill. Reg. 9745, effective May 23, 1988; emergency amendment at 12 Ill. Reg. 11778, effective July 1, 1988, for a maximum of 150 days; emergency amendment at 12 Ill. Reg. 12895, effective July 18, 1988, for a maximum of 150 days; emergency amendment at 12 Ill. Reg. 13306, effective July 27, 1988; corrected at 12 Ill. Reg. 13359; amended at 12 Ill. Reg. 14630, effective September 6, 1988; amended at 12 Ill. Reg. 20449, effective November 28, 1988; emergency amendment at 12 Ill. Reg. 20584, effective November 28, 1988; emergency amendment at 13 Ill. Reg. 8080, effective May 10, 1989; amended at 13 Ill. Reg. 8849, effective May 30, 1989; emergency amendment at 13 Ill. Reg. 8970, effective May 26, 1989; emergency amendment at 13 Ill. Reg. 10967, effective June 20, 1989, for a maximum of 150 days; emergency amendment expired on November 17, 1989; amended at 13 Ill. Reg. 11451, effective June 28, 1989; amended at 13 Ill. Reg. 11451, effective June 28, 1989; emergency amendment at 13 Ill. Reg. 11854, effective July 1, 1989, for a maximum of 150 days; corrected at 13 Ill. Reg. 12647; emergency amendment at 13 Ill. Reg. 12887, effective July 24, 1989; amended at 13 Ill. Reg. 16950, effective October 20, 1989; amended at 13

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Ill. Reg. 19221, effective December 12, 1989; amended at 14 Ill. Reg. 615, effective January 2, 1990; peremptory amendment at 14 Ill. Reg. 1627, effective January 11, 1990; amended at 14 Ill. Reg. 4455, effective March 12, 1990; peremptory amendment at 14 Ill. Reg. 7652, effective May 7, 1990; amended at 14 Ill. Reg. 10002, effective June 11, 1990; emergency amendment at 14 Ill. Reg. 11330, effective June 29, 1990, for a maximum of 150 days; amended at 14 Ill. Reg. 14361, effective August 24, 1990; emergency amendment at 14 Ill. Reg. 15570, effective September 11, 1990, for a maximum of 150 days; emergency amendment expired on February 8, 1991; corrected at 14 Ill. Reg. 16092; peremptory amendment at 14 Ill. Reg. 17098, effective September 26, 1990; amended at 14 Ill. Reg. 17189, effective October 2, 1990; amended at 14 Ill. Reg. 18719, effective November 13, 1990; peremptory amendment at 14 Ill. Reg. 18854, effective November 13, 1990; peremptory amendment at 15 Ill. Reg. 663, effective January 7, 1991; amended at 15 Ill. Reg. 3296, effective February 14, 1991; amended at 15 Ill. Reg. 4401, effective March 11, 1991; peremptory amendment at 15 Ill. Reg. 5100, effective March 20, 1991; peremptory amendment at 15 Ill. Reg. 5465, effective April 2, 1991, 1991; emergency amendment at 15 Ill. Reg. 10485, effective July 1, 1991, for a maximum of 150 days; amended at 15 Ill. Reg. 11080, effective July 19, 1991; amended at 15 Ill. Reg. 13080, effective August 21, 1991; amended at 15 Ill. Reg. 14210, effective September 23, 1991; emergency amendment at 16 Ill. Reg. 711, effective December 26, 1991, for a maximum of 150 days.

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Section 310.100 Other Pay Provisions
EMERGENCY

- a) Transfer -- Upon the assignment of an employee to a vacant position in a class with the same salary grade as the class for the position being vacated, the employee's base salary will not be changed. Upon separation from a position of a given class and subsequent appointment to a position in the same salary grade, no increase in salary will be given.
- b) Entrance Salary -- Normally upon original entry to state service, an employee's base salary will be at Step 1 of the salary grade.
- 1) Qualifications above Minimum Requirements --
 - A) If a candidate possesses directly related training and experience in excess of the minimum requirements of the class specified, the entrance salary may be up to Step 3 as determined by the employing agency. The salary offered should not provide more than a 10% increase over the candidate's current salary.
 - B) Such qualifications above the minimum requirements must possess documented support for higher than the Step 1 entrance salary. An entrance salary higher than Step 3 must have prior approval from the Director of Central Management Services.
- 2) Area Differential -- For positions where additional compensation is required because of dissimilar economic or other conditions in the geographical area in which such positions are established, a higher entrance step may be authorized by the Director of Central Management Services. Present employees receiving less than the new rate shall be advanced to the new rate.
- 3) Upon the geographical transfer from or to an area for which additional compensation has been authorized, an employee will receive an adjustment to the appropriate salary level for the new geographical area of assignment effective the first day of the month following date of approval.
- c) Differential and Overtime Pay -- An eligible employee may have an amount added to his/her base salary for a given pay period for work performed which is in excess of the normal requirements for the position and work schedule, as follows:
 - 1) Shift Differential Pay -- An employee may be paid an amount in

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addition to his-her base salary for work performed on a regularly scheduled second or third shift. The additional compensation will be at a rate and in a manner approved by the Department of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

1)

Department of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

2) Overtime Pay --

A) The Director of Central Management Services will maintain a list of titles whose incumbents are eligible for overtime at a time and one-half rate for all hours actually worked in excess of the normal work schedule in any given work week. Overtime shall be paid in cash only unless an employee requests compensatory time off at the time and one-half rate. Such request shall be considered and granted or denied by the agency in light of their operating needs. The employee shall make his-her choice known to the agency not later than the end of the work week in which the overtime was earned. If such compensatory time request is granted it shall be taken within the fiscal year it was earned at a time convenient to the employee and consistent with the operating needs of the agency. Accrued compensatory time not used by the end of the fiscal year in which it was earned shall be liquidated and paid in cash at the rate it was earned.

B)

A list will also be maintained by the Director of Central Management Services of titles whose incumbents are eligible for straight-time overtime. Employees in these classes of positions who are assigned and perform work in excess of the normal work schedule as established by the agency shall be compensated at a straight-time rate on either a cash or compensatory time-off basis, as determined by the agency in light of their operating needs, for all hours worked in excess of a normal work week. Overtime in less than one-half hour increments per day shall not be accrued. If compensatory time is not liquidated within the fiscal year during which it is accrued, it must be liquidated at the end of the fiscal year in cash at the employee's rate of pay in effect at the time of liquidation.

3) Incentive Pay -- An employee may be paid an amount in addition to his-her base salary for work performed in excess of the

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normal work standard as determined by agency management. The additional compensation shall be at a wage rate and in a manner approved by the Director of the Department of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

4) Extra Duty Pay -- An employee may be paid an amount in addition to his-her base salary for service in addition to the regular work schedule on a special work assignment. Additional compensation will be at a rate and in a manner approved by the Director of the Department of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

d) Part-Time Work -- Part-time employees whose base salary is other than an hourly or daily basis shall be paid on a daily basis which will be computed from annual rates of salary and the total number of work days in the year.

e) Out-of-State Assignment -- Employees who are assigned to work out-of-state on a temporary basis may receive an appropriate differential during the period of the assignment, as approved by the Director of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.

f) Lump Sum Payment -- Shall be provided for accrued vacation and overtime at the current base rate to those employees separated from employment under the Personnel Code. Leaves of absence and temporary lay-off (per 80 Ill. Adm. Code 302.510) are not separations and therefore lump sum cannot be given in these transactions. Method of computation is explained in Section 310.70(a) of this Part.

AGENCY NOTE -- The method to be used in computing lump sum payment for accrued vacation and overtime payment for an incumbent entitled to shift differential during his-her regular work hours will be to use his-her current base salary plus the shift differential pay.

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- g) Salary Treatment Upon Return From Leave -- An employee returning from Military Leave, Peace Corps Leave, Vista Leave, Service-Connected Disability Leave, Leave to accept a Temporary, Emergency, Provisional, Exempt or Trainee position, or Educational Leave will be placed on the step which reflects satisfactory performance increases to which he/she would have been entitled during his/her period of leave. Creditable service date will be maintained. An employee returning to his/her former salary grade from any other leave of over fourteen days will be placed at the step on which he/she was situated prior to his/her leave, and his/her creditable service date will be extended by the duration of the leave.

h) Salary Treatment Upon Reemployment --

- 1) Upon the reemployment of an employee in a class with the same salary grade as the class for the position held before layoff, the employee will be placed at the same salary step as held at the time of the layoff, and his/her creditable service date will be adjusted to reflect that time on layoff does not count as creditable service time.
- 2) Upon the reemployment of an employee in a class at a lower salary range than the range of the class for the position held before layoff, the employee will be placed at the step in the lower salary grade which provides the base salary nearest in amount to, but less than, the current value of the step held at the time of layoff, and his/her creditable service date will be adjusted to reflect that time on layoff does not count as creditable service time.

- i) Reinstatement -- The salary upon reinstatement of an employee will be as determined by the employing agency and approved by the Director of Central Management Services. This salary should not provide more than a 10% increase over the candidate's current salary or exceed the current value of the salary step held in the position where previously certified. In no event is the resulting salary to be lower than the minimum rate or higher than the maximum rate of the salary range.

- j) Extended Service Payment -- Effective January 1, 1992, the Step 7 rate shall be increased by \$25.00 per month, for those employees who have attained fifteen (15) years of service and have three (3) years of creditable service on Step 7 in the same pay grade.

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k) Bi-Lingual Pay --

- 1) Effective January 1, 1992, individual positions whose job descriptions require the use of sign language or which requires the use of a second language, shall receive an additional \$25.00 per month in addition to the employee's base rate.
- 2) Effective January 1, 1993, individual positions whose job descriptions require the use of sign language or which requires the use of a second language, shall receive \$50.00 per month in addition to the employee's base rate.
- 3) Effective January 1, 1994, individual positions whose job descriptions require the use of sign language or which requires the use of a second language, shall receive \$75.00 per month in addition to the employee's base rate.

(Source: Emergency Amendment at 16 Ill. Reg. 711, effective December 26, 1991)

Section 310.490 Other Pay Provisions
EMERGENCY

- a) Transfer -- Upon assignment of an employee to a vacant position in a class with the same salary range as the class for the position being vacated, the employee's base salary will not be changed. Upon separation and subsequent appointment to a position in the same salary range, no increase in salary will be given.
- b) Entrance Salary -- Normally upon entry to state service, an employee's base salary will be at the minimum salary of the salary range.
- 1) Qualifications above Minimum Requirements --
- A) If a candidate possesses directly related training and experience in excess of the minimum requirements of the class specification, the employing agency may grant an entrance salary up to the midpoint of the first half of the salary range; however, this shall not provide more than a 10% increase over the candidate's current salary. Such qualifications above the minimum requirements must possess documented support for higher than the minimum entrance salary.

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- B) An entrance salary above the middle of the first half of the salary range must have prior approval of the Director of Central Management Services. This approval will be based on consideration of the candidate's training and experience exceeding the requirements of the class, prior salary history, particular staffing requirements of an agency, and labor market influence on recruitment needs.
- 2) Area Differential -- For positions where additional compensation is required because of dissimilar economic or other conditions in the geographical area in which such positions are established, a higher entrance salary may be authorized by the Director of Central Management Services. Present employees receiving less than the new rate of pay shall be advanced to the new rate.
- 3) Upon the geographical transfer from or to an area for which additional compensation has been authorized, an employee will receive an adjustment to the appropriate salary level for the new geographical area of assignment, effective the first day of the month following the date of assignment.
- c) Differential and Overtime Pay -- An eligible employee may have an amount added to the base salary for a given pay period for work performed which is in excess of the normal requirements for the position and work schedule, as follows:
- 1) Shift Differential Pay -- An employee may be paid an amount in addition to the base salary for work performed on a regularly scheduled second or third shift. The additional compensation will be at a rate and in a manner approved by the Director of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.
 - 2) Overtime Pay -- The Director of the Department of Central Management Services shall maintain a listing of classes of positions subject to the provisions of the Merit Compensation System who are eligible for overtime compensation. Classes in salary ranges MC 6 and below are eligible for straight-time overtime unless exceptions are determined by the Director of Central Management Services. Classes above MC 6 may be added to the list when requested by an agency and approved by the Director of Central Management Services in consideration of the need of the agency and relationship to eligible titles. Employees in these classes of positions who are assigned and

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- perform work in excess of the normal work schedule as established by the agency shall be compensated at a straight-time rate on either a cash or compensatory time-off basis for all hours worked in excess of a normal work week. Overtime in less than one-half hour increments per day shall not be accrued. If compensatory time is not liquidated within the fiscal year during which it is accrued, it must be liquidated at the end of the fiscal year in cash at the employee's rate of pay in effect at the time of liquidation. Any exception to the above provisions for overtime compensation shall be approved by the Director of the Department of Central Management Services. Such exceptions must be requested by the employing agency and will be determined on the basis of the special nature of the situation, a substantial need to provide overtime compensation and a significant number of hours worked beyond the normal work schedule, and will be granted only for a specified time period for which the special situation is expected to exist.
- d) Part-Time Work -- Part-time employees whose base salary is other than an hourly or daily basis shall be paid on a daily rate basis which will be computed from annual rates of salary and the total number of work days in the year.
- e) Out-of-State Assignment -- Employees who are assigned to work out-of-state on a temporary basis may receive an appropriate differential during the period of the assignment, as approved by the Director of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstance.
- F) Lump Sum Payment -- Shall be provided for accrued vacation and overtime at the current base rate to those employees separated from employment under the Personnel Code. Leaves of absence and temporary layoff (per 80 Ill. Adm. Code 302.510) are not separations and therefore lump sum payments cannot be given in these transactions. Methods of computation are explained in Section 310.520(a) of the Merit Compensation System.

AGENCY NOTE: The method to be used in computing lump sum payment for vacation and overtime payment for an incumbent entitled to shift differential during the regular work hours will be to use the current base salary plus the shift differential pay.

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- g) Salary Treatment upon Return from Leave -- An employee returning from Military Leave, Peace Corps Leave, Vista Leave, Service-Connected Disability Leave, Leave to accept a Temporary, Emergency, Provisional, Exempt or Trainee position, or Education Leave will have his/her salary established as determined appropriate by the employing agency and approved by the Director of Central Management Services. However, in no event is the resulting salary to be lower than the minimum rate or higher than the maximum rate of the salary range. Creditable service date will be maintained. An employee returning to his/her former salary range from any other leave of over fourteen days will be placed at the salary which the employee received prior to the leave and the creditable service date will be extended by the duration of the leave.
- h) Employees in classes which are made subject to the Merit Compensation System after July 1, 1979, will retain their current salary, except that in no event is the resultant salary to be lower than the minimum rate or higher than the maximum rate of the new salary range.
- i) Extra Duty Pay -- An employee may be paid an amount in addition to the base salary for services in addition to the regular work schedule on a special assignment. Additional compensation will be a rate and manner as approved by the Director of Central Management Services. The Director of Central Management Services will approve the manner and rate of this provision after considering the need of the employing agency, the treatment of other similar situations, prevailing practices of other employers, and the equity of the particular circumstances.
- j) Salary Treatment Upon Reemployment --
- 1) Upon the reemployment of an employee in a class with the same salary range as the class for the position held before layoff, the employee will be placed at the same salary as held at the time of the layoff, and his creditable service date will be adjusted to reflect that time on layoff does not count as creditable service time.
 - 2) Upon the reemployment of an employee in a class at a lower salary range than the range of the class for the position held before layoff, the employee will be placed at the same salary as held at the time of layoff, except that if this exceeds the maximum of the new range, the employee will be placed at that maximum salary. The creditable service date will be adjusted to reflect that time on layoff does not count as creditable service time.

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- k) Reinstatement -- The salary upon reinstatement of an employee will be as determined by the employing agency and approved by the Director of Central Management Services. This salary should not provide more than a 10% increase over the candidate's current salary, or exceed the salary rate held in the position where previously certified. In no event is the resulting salary to be lower than the minimum rate or higher than the maximum rate of the salary range.
- 1) Bi-Lingual Pay --
- 1) Effective January 1, 1992, individual positions whose job descriptions require the use of sign language or which requires the use of a second language, shall receive an additional \$25.00 per month in addition to the employee's base rate.
 - 2) Effective January 1, 1993, individual positions whose job descriptions require the use of sign language or which requires the use of a second language, shall receive \$50.00 per month in addition to the employee's base rate.
 - 3) Effective January 1, 1994, individual positions whose job descriptions require the use of sign language or which requires the use of a second language, shall receive \$75.00 per month in addition to the employee's base rate.

(Source: Emergency Amendment at 16 Ill. Reg. 711, effective December 26, 1991)

ILLINOIS LOCAL GOVERNMENTAL LAW
ENFORCEMENT OFFICERS TRAINING BOARD
NOTICE OF EMERGENCY AMENDMENTS

- 1) Heading of the Part: Illinois Police Training Act
- 2) Code Citation: 20 Ill. Adm. Code 1720
- 3) Section Numbers: 1720.35
Emergency Action:
New Section
- 4) Statutory Authority: Ill. Rev. Stat., 1989, ch. 85, par. 507
- 5) Effective Date of Amendments: January 1, 1992.
- 6) If this emergency amendment is to expire before the end of the 150-day period, please specify the date on which it is to expire:
This rule will not expire before the 150-day period.
- 7) Date Filed in Agency's Principal Office: January 1, 1992.
- 8) Reason for Emergency: This rule is being filed because Public Act 87-113, effective January 1, 1992, requires immediate standards for implementation.
- 9) A Complete Description of the Subjects and Issues Involved:
The purpose of this rule is to provide standards for entry into Board-certified academies for basic training as required by Public Act 87-112, effective January 1, 1992.
- 10) Are there any proposed amendments to this Part pending:

<u>Section Numbers</u>	<u>Proposed Action</u>	<u>Illinois Register Citation</u>
1720.15	New Section	15 Ill. Reg. 15251 (October 25, 1991)

- 11) Statement of Statewide Policy Objectives:

The Board has adopted a rule to establish guidelines to comply with the legislative mandate for academy entrance eligibility. The Board has defined the moral turpitude standards for entry.

- 12) Information and questions regarding this amendment shall be directed to:

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NOTICE OF EMERGENCY AMENDMENTS

Kevin T. McClain
Illinois Local Governmental Law Enforcement
Officers Training Board
Suite 400, Lincoln Tower Plaza
Springfield, IL 62706

The full text of the Emergency Amendments begins on the next page:

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NOTICE OF EMERGENCY AMENDMENTS

TITLE 20: CORRECTIONS, CRIMINAL JUSTICE AND LAW ENFORCEMENT
CHAPTER V: ILLINOIS LOCAL GOVERNMENTAL LAW ENFORCEMENT OFFICERS
TRAINING BOARDPART 1720
ILLINOIS POLICE TRAINING ACT

Section

- 1720.10 Course Requirements
- 1720.20 Minimum Requirements of the Trainee
- 1720.25 Procedures for Administration of Law Enforcement and Correctional Officers Certification Examination
- 1720.30 School Standards and Requirements
- 1720.35 Academy Entrance Qualifications
- 1720.40 Qualification of Police Instructors
- 1720.50 Reimbursements
- 1720.60 Requirements of Participating Local Agencies
- 1720.70 Minimum Training Requirements for Illinois Sheriffs
- APPENDIX A Physical Fitness Standards

AUTHORITY: Implementing and authorized by the Illinois Police Training Act (Ill.Rev.Stat. 1989, ch. 86, pars. 501 et seq.)

SOURCE: Filed and effective July 26, 1966; codified at 7 Ill.Reg. 11232; amended at 8 Ill.Reg. 12259, effective July 1, 1984; amended at 11 Ill.Reg. 16692, effective October 6, 1987; amended at 12 Ill.Reg. 3728, effective February 2, 1988; amended at 13 Ill.Reg. 19957, effective December 11, 1989; amended at 14 Ill.Reg. 14800, effective September 4, 1990; amended at 15 Ill.Reg. 999, effective January 14, 1991; emergency amendment at 16 Ill.Reg. 727, effective January 1, 1992, for a maximum of 150 days.

Section 1720.35 Academy Entrance Qualifications

- a) A person shall not be eligible to enter a Board-certified academy for basic training if that person has been convicted of a felony or any other crime involving moral turpitude, and unless he or she is a person of good character.
- b) Moral turpitude includes, but is not limited to, actions which contravene the need to protect the public, fail to meet the integrity of the profession, or do not preserve the administration of justice from reproach.
- c) An applicant's employer agency shall submit an authorization to obtain and release information, and a written certification to the academy on or within thirty days prior to the first day of

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basic training. The written certification shall attest that the applicant's background has been checked and verified, and that the applicant meets the requirements set forth in Section 1720.35(a) and Section 6 of the Illinois Police Training Act, Ill.Rev.Stat. 1989, ch. 86, par. 506.

d) The written certification shall contain the following information:

- 1) Name and address of Employer Agency
- 2) Name and address of applicant;
- 3) Verification that the criminal history of the applicant has been examined and contains no violation as specified in this rule;
- 4) Verification that the personal history of the applicant has been examined and that the applicant is of good character;
- 5) Dated signatures of the agency head on the application with an attestation from the applicant that the information is true and correct.
- e) The Board-certified academy director shall have the first two weeks of training to review the qualifications of the applicant to enter the academy. An applicant's participation in the academy is conditional upon this review.
- f) In the event that the Board-certified academy director determines that an applicant does not meet the standards set forth by law, the applicant's employer agency shall be notified in writing that the applicant is not eligible to enter the academy, and the applicant shall be sent home. Reasons for the denial shall be in writing.
- g) Any employer agency who wishes to appeal the decision of a director denying admission into a Board-certified academy shall, within ten days, submit a written request for review to the Executive Director of the Board.
- h) The Executive Director of the Board shall have thirty days to undertake a review of the academy director's decision. The Executive Director shall have the powers of investigation. Failure to cooperate in the investigation on the part of the applicant or employer agency may result in disqualification.

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- i) The Executive Director shall decide within thirty days whether to confirm or overrule the academy director's decision.
- j) In the event the Executive Director confirms the decision, the applicant's employer agency may, in writing, file an appeal, within 10 days of the Executive Director's decision. The Board's Executive Committee shall review the record at the next regularly scheduled quarterly Executive Committee meeting to confirm or overrule the Executive Director. The Executive Committee shall make its recommendation to the Board at the Board's next regularly scheduled meeting.
- k) If an appeal is filed, an applicant shall be entitled to the ninety day extension in Section 8.1 of the Act to complete basic training.

(Source: Emergency Rule added at 16 Ill.Reg. 727, effective January 1, 1992, for a maximum of 150 days)

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- 1) Heading of the Part: Rules for the Award and Monitoring of Trust Funds
- 2) Code Citation: 20 Ill. Adm. Code 1810
- 3) Section Numbers:

1810.100	New Section
1810.110	New Section
1810.200	New Section
1810.210	New Section
1810.220	New Section
1810.230	New Section
1810.240	New Section
1810.250	New Section
1810.300	New Section
1810.400	New Section
1810.410	New Section
1010.420	New Section
1810.430	New Section
1810.440	New Section
1810.500	New Section
1810.510	New Section
1810.520	New Section
1810.530	New Section
1810.540	New Section
1810.550	New Section
1810.600	New Section
1810.610	New Section
1810.620	New Section
1810.700	New Section
1810.710	New Section
1810.720	New Section
1810.730	New Section
1810.800	New Section
1810.900	New Section
1810.910	New Section
1810.1000	New Section
1810.1010	New Section
1810.1020	New Section
1810.1100	New Section
1810.1110	New Section

Emergency Action:

- 4) Statutory Authority: Implementing and authorized by The Illinois Motor Vehicle Theft Prevention Act(P.A. 86-1408, effective January 1, 1991).

ILLINOIS MOTOR VEHICLE THEFT PREVENTION COUNCIL

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- 5) Effective Date of Rules: January 1, 1992
- 6) If the Emergency rules are to expired before the end of the 150-day period, please specify the date on which they will expire: Not applicable
- 7) Date Filed in Agency's Principal Office: December 26, 1991
- 8) Reason for Emergency: Due to the rising problem of motor vehicle theft in Illinois and nationally, the General Assembly established a new program (the Illinois Motor Vehicle Theft Prevention Act; P.A. 86-1408) to prevent, combat and reduce such crimes. The General Assembly designated January 1, 1991 as the date the program is to commence and specified April 1, 1991 as the date upon which funds should be deposited into the Motor Vehicle Theft Prevention Trust Fund to provide the needed financial support of the plans, programs and projects approved by the Illinois Motor Vehicle Theft Prevention Council pursuant to the Act. The General Assembly also set a five-year sunset provision for the Act. These emergency rules are necessary to establish the guidelines and procedures for the award and use of Trust Funds. The Council, which is to designate the awards under the Act, was not fully constituted until after May, 1990. More specifically, these emergency rules will allow for awards of funds which will assist law enforcement officials in recovering stolen vehicles and bringing to justice offenders, whose actions are driving insurance premiums up and otherwise endangering the lives and property of Illinois citizens. Pursuant to these rules the Council will be able to immediately begin the process of awarding trust funds, ensure the public safety, and to implement the programs established by the legislature, within the time frames required.

- 9) A Complete Description of the Subjects and Issues Involved: These rules establish guidelines for the award and receipt of Motor Vehicle Theft Prevention Trust Funds and for the permissible use of those Trust Funds by entities that receive them.

- 10) Are There Any Proposed Amendments Pending on this Part? No

- 11) Statement of Statewide Policy Objectives: These rules are intended to ensure the most effective use and accountability for the expenditure of Motor Vehicle Theft Prevention Trust Funds by establishing uniform operating procedures for the application, award, receipt, expenditure, and use of such

ILLINOIS MOTOR VEHICLE THEFT PREVENTION COUNCIL

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Funds. This rulemaking neither creates nor expands any state mandate on units of local government, school districts, or community college districts.

- 12) Information and questions regarding these Rules shall be directed to:

Gerard Ramker, Program Director
Illinois Motor Vehicle Theft Prevention Council
c/o Illinois Criminal Justice Information Authority
120 South Riverside Plaza, Suite 1016
Chicago, Illinois 60606-3997
(312/793-8550)

The full text of the emergency rules begins on the next page:

ILLINOIS MOTOR VEHICLE THEFT PREVENTION COUNCIL

NOTICE OF EMERGENCY RULES

TITLE 20: CORRECTIONS, CRIMINAL JUSTICE AND LAW ENFORCEMENT
CHAPTER VI: ILLINOIS MOTOR VEHICLE THEFT PREVENTION COUNCILPART 1810
RULES FOR THE AWARD AND MONITORING OF TRUST FUNDS

SUBPART A: GENERAL

Section
1810.100 Applicability
EMERGENCY
1810.110 Definitions
EMERGENCY

SUBPART B: AWARD CRITERIA AND PROCEDURES

Section
1810.200 Eligible Recipients
EMERGENCY
1810.210 Eligible Programs and Activities
EMERGENCY
1810.220 Award Process
EMERGENCY
1810.230 Award Document
EMERGENCY
1810.240 Special Conditions
EMERGENCY
1810.250 Modification or Amendment of the Award Document
EMERGENCY

SUBPART C: APPROVAL FOR PROGRAMMATIC OR BUDGET REVISIONS

Section
1810.300 Requests for Programmatic or Budget Revisions
EMERGENCY

SUBPART D: GENERAL PROVISIONS REGARDING AWARDS

Section
1810.400 Non-Supplanting
EMERGENCY
1810.410 Personnel Administration
EMERGENCY
1810.420 Procurement Standards
EMERGENCY
1810.430 Project Income
EMERGENCY

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1810.440 Publicity and Publications
EMERGENCY

SUBPART E: COST PRINCIPLES

Section
1810.500 Applicable Legal Guidelines
EMERGENCY
1810.510 Trust Fund Disbursements
EMERGENCY
1810.520 Cash Balances
EMERGENCY
1810.530 Allowable Costs
EMERGENCY
1810.540 Unallowable Costs
EMERGENCY
1810.550 Indirect Costs
EMERGENCY

SUBPART F: IMPLEMENTING ENTITY RECORD KEEPING

Section
1810.600 Financial Records
EMERGENCY
1810.610 Program Records
EMERGENCY
1810.620 Retention and Access Requirements for Records
EMERGENCY

SUBPART G: IMPLEMENTING ENTITY REPORTING REQUIREMENTS

Section
1810.700 Fiscal Reports
EMERGENCY
1810.710 Program Performance Reports
EMERGENCY
1810.720 Due Dates of Reports
EMERGENCY
1810.730 Final Program Report
EMERGENCY

SUBPART H: PROPERTY MANAGEMENT

Section
1810.800 Requirements for Use and Disposition of Property
EMERGENCY

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SUBPART I: MONITORING PROGRAM PERFORMANCE

Section
1810.900
EMERGENCY
1810.910
EMERGENCY

Site Visits
Audits

SUBPART J: SUSPENSIONS AND TERMINATION

Section
1810.1000
EMERGENCY
1810.1010
EMERGENCY
1810.1020
EMERGENCY

Suspension
Extension
Termination

SUBPART K: APPEALS

Section
1810.1100
EMERGENCY
1810.1110
EMERGENCY

Applicable Legal Guidelines
Appeal Procedures

AUTHORITY: Implementing and authorized by The Illinois Motor Vehicle Theft Prevention Act (P.A. 86-1408, effective January 1, 1991).

SOURCE: Emergency rules adopted at 16 Ill. Reg. 732, effective January 1, 1992, for a maximum of 150 days.

SUBPART A: GENERAL

Section 1810.100 Applicability
EMERGENCY

The rules contained in this Part are applicable to Illinois Motor Vehicle Theft Prevention Council provision of financial support to eligible recipients to improve and support the administration of motor vehicle theft laws in Illinois.

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Section 1810.110 Definitions
EMERGENCY

"Act" - the Illinois Motor Vehicle Theft Prevention Act (P.A. 86-1408, effective January 1, 1991).

"Adverse Action" - Any or all of the following:

- a) The suspension by the Executive Director of the performance of an award agreement for more than twenty-eight (28) days aggregated within a twelve month period, exclusive of any period of extension that may be granted.
- b) The termination of an award agreement by the Executive Director.
- c) The denial by the Executive Director of a request for a material revision to an award agreement.

"Authority" - the Illinois Criminal Justice Information Authority.

"Award" - financial support in the form of money, property, or services made available by the Council to an eligible recipient through the use of Illinois Motor Vehicle Theft Prevention Trust Funds.

"Award Agreement" - the award contract between the Council and an implementing entity whereby the Council provides financial support to carry out specified programs, services, or activities pursuant to the Act.

"Business Organization" - Any business entity or association of business entities duly authorized to conduct business in the State of Illinois.

"Chairman" - the Chairman of the Illinois Motor Vehicle Theft Prevention Council.

"Council" - the Illinois Motor Vehicle Theft Prevention Council.
 "Eligible Recipient" - A federal or state agency, unit of local government, corporation, neighborhood, community, or business organization entitled to receive Illinois Motor Vehicle Theft Prevention Trust Funds pursuant to the Act.

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"Executive Director" - the Executive Director of the Illinois Criminal Justice Information Authority.

"Expendable Property" - tangible property other than nonexpendable property.

"Grant Review Committee" - the Grant Review Committee of the Illinois Motor Vehicle Theft Prevention Council.

"Implementing Entity" - the party seeking or designated to receive funds awarded by the Council pursuant to these rules.

"Nonexpendable Property" - tangible property having a useful life of more than one year and an acquisition cost of \$300 or more per unit.

"Property" - property of any kind including real property. It may be tangible (having physical existence) or intangible (having no physical existence, such as patents, inventions, and copyrights).

"Trust Funds" - funds from the Illinois Motor Vehicle Theft Prevention Trust Fund established by the Act.

SUBPART B: AWARD CRITERIA AND PROCEDURES

Section 1810.200 Eligible Recipients
EMERGENCY

- a) Awards can be made to federal and state agencies, units of local government, corporations, and neighborhood, community, and business organizations consistent with the Act.
- b) To be eligible for an award under the Act, nongovernmental recipients must provide the Council, along with a program proposal, either of the following:

- 1) Proof of nonprofit status by presenting all of the following, when applicable:

- A) A reference to the applicant organization's listing in the Internal Revenue Service's most recent list of tax-exempt organizations described in the Internal Revenue Code, Title 26 U.S.C.A. 501(c);
- B) A copy of a currently valid Internal Revenue Service vice tax exemption letter;

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- C) A statement from the Illinois Department of Revenue, the Illinois Secretary of State, or the Illinois Attorney General certifying that the applicant organization has a current nonprofit status;

- D) A certified copy of the organization's certificate of incorporation filed with the Illinois Secretary of State that clearly establishes nonprofit status, and a copy of the annual report required by the Illinois Attorney General or Secretary of State for the most recent year; or

- 2) Proof of authorized business activity in the State of Illinois by presenting a certified copy of a certificate of incorporation or other appropriate and necessary authorization to conduct business in Illinois filed with the State of Illinois or a unit of local government, a taxpayer identification number, and, when applicable, a copy of any annual report required by law for the most recent year.

- c) The Council may require additional documentation to verify the legitimacy of a nongovernmental recipient. Such documentation may include, but is not limited to:

- 1) Any brochures or publications explaining the activities of the organization;
- 2) A copy of the recipient's Articles of Incorporation;
- 3) A copy of the recipient's By-laws; and
- 4) A copy of the recipient's Partnership Agreement.

Section 1810.210 Eligible Programs and Activities
EMERGENCY

The following programs and activities are eligible for funding:

- a) Programs designed to reduce motor vehicle theft or to improve the administration of motor vehicle theft laws;
- b) Programs designed to inform vehicle owners about the financial and social costs of motor vehicle theft and to suggest to those owners methods for preventing motor vehicle theft;

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- c) Programs, plans, activities, strategies, and projects consistent with the purposes of the Act.

Section 1810.220 Award Process
EMERGENCY

- a) The Council will annually review the eligible purposes for the Trust Funds, and based upon an analysis of statistical data, empirical material, and the needs and requests of federal and state agencies, units of local government, corporations and neighborhood, community, or business organizations made pursuant to oral and written comment and testimony received at public meetings conducted pursuant to the Open Meetings Act (Ill. Rev. Stat., 1989, Chapter 102, paragraph 41 et seq.), shall develop and approve a statewide motor vehicle theft prevention strategy.

- b) The statewide strategy shall include:

- 1) An overview of the motor vehicle theft problem in Illinois including discussions of the nature and extent of the problem, current efforts to address the problem, resource needs, and areas of greatest need within the State; and
 - 2) A description of the strategy for addressing the problem including the identification of eligible program areas.
- c) Consistent with the statewide strategy, the Council staff, on behalf of the Council, shall solicit and negotiate program proposals from eligible recipients.
- d) The Council shall give priority to those eligible recipients with the greatest need. To that end, and based upon the statewide strategy, the following criteria shall be used to identify those eligible recipients with the greatest need:
- 1) An analysis of demographic, insurance, and appropriate criminal justice data;
 - 2) Comments from the general public, federal, State, and local officials; and
 - 3) Current research findings.

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- e) The Council shall, at a public meeting, designate programs, implementing entities, and amounts for funding which address one or more of the purposes consistent with the Act and the statewide strategy. The Council's decision to designate these proposed programs, implementing entities, and fund amounts shall be based upon equal consideration of the following factors:

- 1) The recommendations of the Executive Director and the Grant Review Committee;
 - 2) Comments from the general public, federal, State and local officials;
 - 3) The proven effectiveness of a similar program, by making a prudent assessment of the problem to be addressed by the proposed program;
 - 4) The likelihood that a proposed program will achieve the desired objectives, by making a prudent assessment of the concepts and implementation plans included in a proposed program and by the results of any evaluations, previous tests, or demonstrations;
 - 5) The availability of funds;
 - 6) The overall cost of the proposed program;
 - 7) The implementing entity's ability to effectively and efficiently carry out the program; and
 - 8) The relation of the proposed program to and impact on other agencies, proposals or funded programs.
- f) The Council shall direct the Executive Director to enter into award agreements on behalf of the Council with those implementing entities designated by the Council pursuant to subsection (e) above, specifying the terms and conditions under which the programs, services, or activities are to be conducted and the Trust Funds are to be received.
- g) If the Council or the Authority is the designated implementing entity, then the Executive Director shall document such terms and conditions, which, to become effective, must be accepted in writing by the Chairman or the Chairman of the Authority, respectively.

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Section 1810.230 Award Document
EMERGENCY

The award document is the Award Agreement. It provides the basis for Council financial support to the implementing entity. The agreement shall incorporate the program proposal and budget, and, when fully executed, shall formalize the contractual relationship between the Council and implementing entity. The agreement shall also specify the terms and conditions of the award including, but not limited to, reporting requirements that reflect fiscal expenditures and progress toward program objectives, compliance with applicable laws and regulations, the prohibition of subcontracting or assignment of agreements without prior written approval of the Council, and the status of the implementing entity as an independent contractor.

Section 1810.240 Special Conditions
EMERGENCY

a) Special conditions shall be imposed by the Council to accomplish the purposes of the Act if the Council has need to impose such condition in order to fulfill its duties, agreements with other entities, or reasonably deems such to be in the best interests of the people of the State of Illinois.

b) Special conditions that are imposed at the time of the award will be included in the award agreement.

Section 1810.250 Modification or Amendment of the Award Agreement
EMERGENCY

a) Revisions or amendments to an award agreement shall begin on the effective date of the amendment or may be retroactive to a date agreed upon by the implementing entity and the Council.

b) Except as provided in Section 1810.240 of this Subpart, no alteration, variation, modification, termination, addition to, or attempted waiver of any of the provisions of an award agreement shall be valid or binding unless in writing, dated, and signed by the parties, and attached to the original agreement. The parties shall agree to renegotiate, modify, or amend the award agreement should federal or state law or regulations require alteration of the award agreement.

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SUBPART C: APPROVAL FOR PROGRAMMATIC
REVISIONS OR BUDGET REVISIONSSection 1810.300 Requests for Programmatic or Budget Revisions
EMERGENCY

a) Requests for programmatic or budget revisions shall be in writing and addressed to the Executive Director.

b) Response to the request shall be in writing and signed by the Executive Director or a designee and mailed within two weeks of receipt of the recipient's request.

c) The Executive Director shall approve any revision to an award agreement if such action is necessary to fulfill the terms of the agreement.

d) Material revisions shall be reported to the Council members at or before the next Council meeting. However, if a request by an implementing entity for a material revision to an award agreement is denied by the Executive Director, written notice of such denial shall be submitted to the implementing entity and members of the Council as soon as possible, but within seven (7) days.

SUBPART D: GENERAL PROVISIONS REGARDING AWARDS

Section 1810.400 Non-Supplanting
EMERGENCY

Illinois Motor Vehicle Theft Prevention Trust Funds are intended to increase the amount of revenue available to eligible recipients for specified activities. The Trust Funds may not be used to supplant other funds allocated or budgeted for such activities. Every recipient of Trust Funds must maintain a level of financial support for activities exclusive of any Trust Funds and capital expenditures that is equal to, or greater than, the level existing prior to the receipt of the Trust Funds.

Section 1810.410 Personnel Administration
EMERGENCY

The personnel policies and procedures of an implementing entity shall be set forth in writing and be available for review by the Council. They shall reflect sound and prudent business judgment, and comply with all applicable State and federal laws and regulations.

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Section 1810.420 Procurement Standards
EMERGENCY

All procurement transactions shall be conducted by the implementing entity in a manner to provide, to the maximum extent practicable, open and free competition. Implementing entities may use their own procurement regulations which reflect applicable State and local law, rules, and regulations, provided that all procurements made with Trust Funds minimally adhere to standards established by the Illinois State Purchasing Act (Ill. Rev. Stat., 1989, chapter 127, paragraph 132, et seq.).

Section 1810.430 Project Income
EMERGENCY

a) Project Income shall consist of all gross income (including the acquisition of forfeited property and assets) earned by the implementing entity during the award agreement period as a direct result of the award of Trust Funds, regardless of when the income is realized. "Direct result" shall be determined by the Executive Director and means a specific act or set of activities that are directly attributable to the receipt or expenditure of Trust Funds and which are directly related to the goals and objectives of the funded project. All project income earned during the award agreement period shall, regardless of when the income is realized, be retained by the implementing entity, and, in accordance with the agreement and with the prior approval of the Council, shall be added to the Trust Funds committed to the project by the Council and implementing entity and be used only to further eligible program goals or objectives.

b) Implementing entities shall account for all project income. Project income shall be reported in the fiscal reports required under Subpart G of this Part.

Section 1810.440 Publicity and Publications
EMERGENCY

Any publications of the results or accomplishments of any Council-funded activity or program shall clearly state the percentage of the total cost of the program or project financed with Trust Funds; the dollar amount of Trust Funds awarded for the project or program; and shall contain the following or comparable acknowledgment: "This project is supported by a grant from the Illinois

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Motor Vehicle Theft Prevention Council. The opinions and views expressed in this report are not necessarily those of the State of Illinois or the Illinois Motor Vehicle Theft Prevention Council." All implementing entities shall make this statement when issuing press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with Trust Funds.

SUBPART E: COST PRINCIPLES

Section 1810.500 Applicable Legal Guidelines
EMERGENCY

The Council and all implementing entities shall operate in conformance with the following state laws and any rules, regulations and guidelines issued pursuant thereto: the Illinois Motor Vehicle Theft Prevention Act (Ill. Rev. Stat., 1990, ch.95 1/2, pars. 1301 et seq.); the Illinois Grant Funds Recovery Act (Ill. Rev. Stat., 1989, ch. 127, pars. 2301 et seq.); the Illinois Purchasing Act (Ill. Rev. Stat., 1989, ch. 127, pars. 132 et seq.); the Drug Free Workplace Act (P.A. 86-1459, Ill. Rev. Stat., 1990, ch. 127, par. 132.31 et seq.); and the State Comptroller Act (Ill. Rev. Stat., 1989, ch. 15, pars. 201 et seq.).

Section 1810.510 Trust Fund Disbursements
EMERGENCY

a) Cash Advances. Implementing entities shall normally be reimbursed for expenses incurred upon submission of a monthly fiscal report. The Council recognizes that in some instances the implementing entity may not possess sufficient resources to support the program described in the award agreement on a reimbursable basis and that individual programs may require substantial start-up costs. Consequently, implementing entities may request a cash advance to cover the initial period of the agreement. Such requests must be in writing to the Executive Director within thirty (30) days prior to the anticipated start date of the funded program and should include the purpose of the proposed expenditure and the reasons necessitating the advance.

b) Expenditure Reimbursements. Disbursement of Trust Funds shall be made on the basis of expenses and obligations reported on a monthly fiscal report. Obligations reported on the Fiscal Report will be disbursed only if the payment is to be liquidated within thirty days of receipt of the

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state warrant. This report shall be submitted monthly unless otherwise specified in the award agreement. Requests for disbursements of Trust Funds made on fiscal reports that are submitted later than the specified deadline will be paid at the discretion of the Council. Requests for final reimbursement must be received by the Council no later than 45 days after the termination of the agreement.

c) Timing of Disbursement. Implementing entities should anticipate a delay of approximately 4 - 6 weeks from the submission of the request for disbursement until the receipt of the state warrant. Implementing entities should consider this delay when calculating the disbursement request by projecting which obligations will need to be liquidated upon receipt of the state warrant.

d) Final Disbursement. The final disbursement of Trust Funds shall be made on the basis of expenditures reported in the final financial status report. This disbursement shall be made on the basis of total agreement costs and shall not be made until the implementing entity has satisfied any applicable match requirements of the award agreement. Should the implementing entity fail to meet the match required in the agreement, an appropriate adjustment shall be made in the final disbursement.

Section 1810.520 Cash Balances.
EMERGENCY

Implementing entities shall request only the minimum amounts of cash necessary to pay their bills in a timely fashion. The Council reserves the prerogative to adjust cash requests on the basis of reported expenditures and cash balance. If the implementing entity anticipates an inordinate expenditure of implementing entity funds during a particular period, this expense should be explained on the monthly fiscal report.

Section 1810.530 Allowable Costs
EMERGENCY

Trust Funds may be used for costs which are directly attributable to, necessary, and essential to the program as evidenced by the award agreement except for those costs enumerated in Section 1810.540 of this Subpart. However, the use of Trust Funds for the following costs requires prior written approval by the Council before such costs shall be deemed allowable:

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- a) Expenditures incurred before or after the program period;
- b) Office space rental;
- c) Office equipment purchase or rental costs for desks, chairs, tables, file cabinets, book shelves, typewriters, electronic data processing equipment, or adding machines;
- d) Construction or remodeling costs;
- e) Liens;
- f) Audit costs, pursuant to Section 1810.910;
- g) Buy money.

Section 1810.540 Unallowable Costs
EMERGENCY

Trust Funds may not be used for the following expenditures:

- a) Liability insurance;
- b) Professional memberships/dues;
- c) First class travel;
- d) Entertainment;
- e) Expenditures in excess of approved budget;
- f) Bad debts;
- g) Fines and penalties;
- h) Contributions and donations;
- i) Premium items and souvenirs;
- j) Lobbying.

Section 1810.550 Indirect Costs
EMERGENCY

The Council shall not provide implementing entities funds for the indirect costs of an award agreement. The intent of this policy is to achieve broader and more concentrated application of Trust Funds to direct program costs and funded activities.

SUBPART F: IMPLEMENTING ENTITY RECORD KEEPING

Section 1810.600 Financial Records
EMERGENCY

All recipients of Trust Funds from the Council must maintain:

- a) Records which fully disclose the total cost of the project for which the Trust Funds were awarded;
- b) Records which fully disclose the disposition of all Trust Funds for the project, including a current property inventory;

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- c) Records which fully disclose the amount of money supplied to the project by sources other than the Council; and
- d) Any other records requested by the Council to facilitate an effective audit.

These records shall be the basis for monthly fiscal reports submitted by the recipient of funds to the Council. They shall also be subject to review by Council staff during site visits.

Section 1810.610 Program Records
EMERGENCY

Every recipient of Trust Funds from the Council must maintain records which document the programmatic activities performed pursuant to the award agreement. These records shall be the basis for monthly program performance reports submitted by the recipient of funds to the Council. They shall also be subject to review by Council staff during site visits.

Section 1810.620 Retention and Access Requirements for Records
EMERGENCY

All financial and program records, supporting documents and all other books and records pertaining to and required to be maintained by the terms of any Council award shall be maintained and retained by the implementing entity for a period of five (5) years after conclusion or termination of the grant to allow for audit by the Council, the State of Illinois, the Federal government, and any person duly authorized by the Council. Records shall be retained beyond the five year period if an audit is in progress or if the findings of a completed audit and if any claim, litigation or other action begun before the expiration of the five (5) year period have not been resolved satisfactorily. If any of these preceding conditions occurs, then the records shall be retained until the audit is completed or the matters at issue are resolved.

SUBPART G: IMPLEMENTING ENTITY REPORTING REQUIREMENTS

Section 1810.700 Fiscal Reports
EMERGENCY

Implementing entities shall submit monthly fiscal reports to the Council detailing program expenditures in a form and manner required by the Council.

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Section 1810.710 Program Performance Reports
EMERGENCY

Implementing entities shall submit monthly performance reports to the Council detailing achievement relative to the performance measures contained in the award document in a form and manner required by the Council.

Section 1810.720 Due Dates of Reports
EMERGENCY

Monthly fiscal reports and program performance reports are due on or before the fifteenth of the following month.

Section 1810.730 Final Program Report
EMERGENCY

Upon termination of the award agreement, the implementing entity shall submit to the Council within sixty (60) days and in the form and manner required by the Council, a final program report consisting of the following:

- a) Final financial status report;
- b) Final program performance report;
- c) Property inventory report; and
- d) Any other information or documentation pursuant to terms or special conditions specified in the award agreement or as otherwise required by the Council.

SUBPART H: PROPERTY MANAGEMENT

Section 1810.800 Requirements for Use and Disposition of Property
EMERGENCY

- a) Property acquired by an implementing entity wholly or in part with Trust Funds shall be used and managed to ensure that the property is used for purposes consistent with the Act. Title to the property will not be taken by the Council, but shall be vested in the implementing entity subject to the following restrictions on use and disposition of the property:
 - 1) Use by an Implementing Entity. The implementing entity shall retain and use the property acquired with Trust

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Funds as long as there is a need for the property to accomplish the purpose of the program whether or not the program continues to be supported by Trust Funds.

- 2) Disposition by a State Implementing Entity. If it is determined that a need still exists but the property originally acquired by a State agency to accomplish the purpose of the program is no longer capable of fulfilling this need or is no longer needed to accomplish the purpose of the program and must be sold, traded-in or replaced, the state agency must notify the Council in writing of its proposed plans to dispose of the property 30 days prior to selling, trading-in or replacing the property in conformance with requirements of the State Property Control Act (Ill. Rev. Stat., 1989, Chapter 127, pars. 133b1 et seq.) and rules issued pursuant thereto. Replacement property shall be used to further purposes of the program. The Executive Director, on behalf of the Council, shall, upon receiving notice of the proposed disposition plans, inform the Director of the Department of Central Management Services as to the need for the property to accomplish the purpose of the program or the Act by another implementing entity and make appropriate recommendations as to the disposition of the property.

- 3) Disposition by an Implementing Entity other than a State Agency.

- A) If it is determined that a need still exists but the property originally acquired by an implementing entity other than a state agency to accomplish the purpose of the program is no longer capable of fulfilling this need and must be traded-in or replaced, the implementing entity other than a state agency may use the property as a trade-in or may sell the property and use the proceeds to offset the cost of replacing the property, provided, for property with a value in excess of \$1000, it notifies the Council in writing of its proposed plans to dispose of the property 30 days prior to selling, trading-in or replacing the property and obtains the approval of the Executive Director on behalf of the Council. Replacement property shall be used to further purposes of the program.

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- B) When an implementing entity other than a state agency no longer needs the property to accomplish the purpose of the program, and the value of the property exceeds \$1000, it shall notify the Council and request disposition instructions. The Council reserves the right to make a final determination whether the property is needed to accomplish the purpose of the program and to take possession and control of the property or to transfer or assign the property to any other implementing entity that has a need or use for the property.

- C) If, at the expiration of the need for funded purposes, the total inventory of any unused, expendable property exceeds \$500 in value, the implementing entity other than a state agency may, with the approval of the Executive Director, retain the property or sell the property as long as the implementing entity compensates the Council for its share in the cost. However, if the value of the expendable property is less than \$500, the implementing entity other than a state agency may sell or dispose of the property in accordance with its own procedures without compensating the Council, provided it notifies the Council within seven (7) days of the transaction.

- b) Property records shall include a current property inventory report which is updated as property is acquired or disposed of. Property records shall be maintained accurately and provide for: a description of the property; manufacturers serial number or other identification number; acquisition date and cost; source of the property; percentage of Trust Funds used in the purchase of property; location, use, and condition of the property; and ultimate disposition information.

- c) The property inventory report shall be updated by the implementing entity as property is acquired and maintained accordingly. In addition, a complete physical inventory of property shall be taken and the results reconciled with the property records at least annually to verify existence, current use, and continued need for the property.

- d) The implementing entity shall employ a property control system to insure adequate safeguards to prevent loss, damage, or theft to the property. Any loss, damage, or theft

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of nonexpendable property shall be investigated by the proper authority and fully documented. Any loss, damage, or theft of items purchased with Trust Funds in excess of \$500 shall be reported to the Executive Director within seven (7) days of the loss, damage, or theft.

- e) The implementing entity shall employ adequate maintenance procedures to keep the property in good condition.
- f) If the implementing entity is authorized or required by the Council to sell the property, proper sale procedures shall be established for unneeded property which would provide for competition to the extent practicable and result in the highest possible return.
- g) Specific standards for control of intangible property are provided as follows:

- 1) If any program produces processes or inventions that could result in patents or patent rights, in the course of work aided by a Council-funded program, such fact shall be promptly and fully reported to the Executive Director, who shall determine whether protection on such invention or discovery shall be sought and how the rights in the invention or discovery (including rights under any patent issued thereon) shall be allocated and administered in order to protect the public interest.

- 2) Where the award agreement results in a book or other material which could be copyrighted, the author or implementing entity is free to copyright the work, but the Council reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use the work for government purposes.

- h) Records for property acquired with Trust Funds shall be retained for five years after the final disposition of the property.

SUBPART I: MONITORING PROGRAM PERFORMANCE

Section 1810.900 Site Visits
EMERGENCY

Council staff shall be responsible for monitoring program performance. Site visits of each funded program will be conducted on at

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least an annual basis. Site visits shall, at a minimum, include examinations of financial and program records.

Section 1810.910 Audits
EMERGENCY

Implementing entities shall be responsible for the performance of an independent audit of the fiscal policies, procedures, and practices employed in connection with the awarded program.

SUBPART J: SUSPENSION AND TERMINATION

Section 1810.1000 Suspension
EMERGENCY

Notwithstanding Section 1810.1010 below, the Executive Director shall suspend performance of any award agreement for a period not to exceed 28 days where there has been a determination of noncompliance with any state or federal statute, rule or regulation, or with such guidelines specified in the award agreement. The Executive Director shall reinstate performance of an agreement that has been so suspended if the noncompliance is corrected within twenty-eight (28) days from the date of suspension. However, notwithstanding Section 1810.1010 below, an award agreement, for which performance has been suspended, shall be terminated by the Executive Director if performance of the award agreement is not reinstated with twenty-eight (28) days from its suspension. Written notice of all such actions by the Executive Director shall be submitted to the implementing entity and members of the Council as soon as possible, but within seven (7) days.

Section 1810.1010 Extension
EMERGENCY

Upon the request of an implementing entity, the Executive Director shall extend the length of time performance of an award agreement may be suspended beyond twenty-eight (28) days for an additional period not to exceed fourteen (14) days, if the noncompliance for which performance of the agreement was suspended can be corrected within such extension period and such correction would result in fulfillment of the terms of the agreement. Such an extension shall be granted by the Executive Director only with the consent of the Chairman of the Council. Since an extension granted by the Executive Director pursuant to this subsection is initiated by the implementing entity, it shall not be deemed an adverse action under these rules. However, an award agreement, for which the period of suspended performance has been extended pursuant to this subsection

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tion, shall be terminated by the Executive Director if performance of the award agreement has not been reinstated by the Executive Director before the extension period has expired. Such termination may then be appealed as provided in this Part. Written notice of all such actions by the Executive Director shall be submitted to the implementing entity and members of the Council as soon as possible, but within seven (7) days.

Section 1810.1020 Termination
EMERGENCY

The Executive Director shall immediately terminate any award agreement for any reason of noncompliance specified in Section 1810.1000 above, if performance of the agreement has been suspended on at least one prior occasion or if such noncompliance cannot be corrected by the implementing entity within twenty-eight (28) days from the date of suspension. Written notice of such termination by the Executive Director shall be submitted to the implementing entity and members of the Council as soon as possible, but within seven (7) days.

SUBPART K: APPEALS

Section 1810.1100 Applicable Legal Guidelines
EMERGENCY

The appeals procedures of the Council shall be subject to the provisions of Sections 10 through 15 of the Illinois Administrative Procedure Act (Ill. Rev. Stat., 1989, chapter 127, paragraphs 1010 through 1015).

Section 1810.1110 Appeal Procedures
EMERGENCY

- a) An implementing entity may appeal any adverse action by writing to the Council within fourteen (14) days from the date the notice of the adverse action is mailed to the implementing entity. This written appeal shall contain specific reasons stating why the action taken should be modified and the action requested of the Council, and shall be signed and dated by the implementing entity's authorized official.
- b) If no timely appeal is taken from an adverse action, such action will be deemed the final action of the Council, and Council members shall be notified within seven (7) days or

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before the next Council meeting, whichever is sooner (by telephone, mail, or written equivalent means) of the action by the Executive Director.

- c) When an appeal is timely filed, the Chairman of the Council shall arrange for the Council to hear and decide the appeal within forty-nine (49) days of the receipt of the written appeal. The implementing entity shall have the right to appear before the Council and to present oral or written testimony, to be represented at the hearing by counsel, and shall be notified of the hearing date at least seven (7) days prior to the hearing.
- d) At the hearing, the Council shall consider the written appeal to the adverse action submitted pursuant to subsection (a) above, any written or oral response to that appeal by Council staff, any testimony given by the implementing entity or Council staff to questions posed by Council members, and any other evidence that the Council deems relevant to the appeal.
- e) The Council shall render a decision on the appeal before adjourning the hearing.

DEPARTMENT OF PUBLIC AID

NOTICE OF EMERGENCY AMENDMENT

- 1) The Heading of the Part: FOOD STAMPS
- 2) Code Citation: 89 Ill. Adm. Code 121
- 3) Section Number: Emergency Action:
121.63 Amendment
- 4) Statutory Authority: Sections 12-4.4 through 12-6 and 12-13 of the Illinois Public Aid Code (Ill. Rev. Stat. 1989, Ch. 23, Pars. 12-4.4 through 12-6 and 12-13)
- 5) Effective Date of Emergency Amendment: January 1, 1992
- 6) If this Emergency Amendment is to expire before the end of the 150-day period, please specify the date on which it is to expire: Not applicable
- 7) Date Filed in Agency's Principal Office: January 1, 1992
- 8) Reason for Emergency: The benefits that food stamp households receive depend, in part, on the level of their shelter deduction. Therefore, an increase in a household's shelter deduction may result in an increase in its food stamp benefits, unless the household is already receiving maximum food stamp benefits.

Based on information received from the Center on Budget and Policy Priorities and related estimates, the Department has determined that its Telephone Standard and Utility Standard should be increased by \$9.00. This change will result in an increase in monthly food stamp benefits of up to \$3.00 for households who incur telephone costs or who are entitled to the telephone standard.

The Department has determined that it is in the public interest to increase food stamp benefits to clients as quickly as possible. Therefore, the Department is implementing this rule change through the emergency rulemaking process.

- 9) A Complete Description of the Subjects and Issues Involved: This rulemaking increases the State Telephone Standard from \$18.00 to \$27.00 and the State Utility Standard from \$181.00 to \$190.00.

- 10) Are there any Proposed Amendments pending to this Part? Yes

DEPARTMENT OF PUBLIC AID

NOTICE OF EMERGENCY AMENDMENT

- | Section Numbers | Proposed Action | Illinois Register Citation |
|-----------------|-----------------|--|
| 121.91 | Amendment | October 4, 1991
(15 Ill. Reg. 14186) |
| 121.94 | Amendment | October 18, 1991
(15 Ill. Reg. 14999) |
- 11) Statement of Statewide Policy Objectives: This rulemaking has no effect on local governmental units.
 - 12) Information and questions regarding this Emergency Amendment shall be directed to:

Name: Anita Williams, Staff Attorney
Office of the General Counsel

Address: Illinois Department of Public Aid
Jesse B. Harris Building II
100 South Grand Avenue East, 3rd Floor
Springfield, Illinois 62762

Telephone: (217) 782-1233

The full text of the Emergency Amendment begins on the next page:

DEPARTMENT OF PUBLIC AID

NOTICE OF EMERGENCY AMENDMENT

TITLE 89: SOCIAL SERVICES
CHAPTER I: DEPARTMENT OF PUBLIC AID
SUBCHAPTER b: ASSISTANCE PROGRAMS

PART 121
FOOD STAMPS

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121.206 Determination of Monthly Allotment Reductions (Recodified)
121.207 Failure to Make Payment in Accordance with Repayment Schedule (Recodified)
121.208 Suspension and Termination of Claims (Recodified)

AUTHORITY: Implementing Sections 12-4.4 through 12-4.6 and authorized by Section 12-13 of the Illinois Public Aid Code (Ill. Rev. Stat. 1989, ch. 23, pars. 12-4.4 through 12-4.6 and 12-3)

SOURCE: Adopted December 30, 1977; amended at 3 Ill. Reg. 5, p. 875 effective February 2, 1979; amended at 3 Ill. Reg. 31, p. 109, effective August 3, 1979; amended at 3 Ill. Reg. 33, p. 399 effective August 18, 1979; amended at 3 Ill. Reg. 41, p. 165, effective October 11, 1979; amended at 3 Ill. Reg. 42, p. 230, effective October 9, 1979; amended at 3 Ill. Reg. 44, p. 173, effective October 19, 1979; amended at 3 Ill. Reg. 46, p. 36, effective November 2, 1979; amended at 3 Ill. Reg. 47, p.

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96, effective November 13, 1979; amended at 3 Ill. Reg. 48, p. 1; effective November 15, 1979; peremptory amendment at 4 Ill. Reg. 3, p. 49, effective January 9, 1980; peremptory amendment at 4 Ill. Reg. 9, p. 259, effective February 23, 1980; amended at 4 Ill. Reg. 10, p. 253, effective February 27, 1980; amended at 4 Ill. Reg. 12, p. 551, effective March 10, 1980; emergency amended at 4 Ill. Reg. 29, p. 294, effective July 8, 1980 for maximum of 150 days; amended at 4 Ill. Reg. 37, p. 797, effective September 2, 1980; amended at 4 Ill. Reg. 45, p. 134, effective October 17, 1980; amended at 5 Ill. Reg. 766, effective January 2, 1981; amended at 5 Ill. Reg. 1131, effective January 16, 1981; amended at 5 Ill. Reg. 4586, effective April 15, 1981; peremptory amendment at 5 Ill. Reg. 5722, effective June 1, 1981; amended at 5 Ill. Reg. 7071, effective June 23, 1981; peremptory amendment at 10062, effective October 1, 1981; amended at 5 Ill. Reg. 10733, effective October 1, 1981; amended at 5 Ill. Reg. 12736, effective October 29, 1981; amended at 6 Ill. Reg. 1653, effective January 17, 1982; amended at 6 Ill. Reg. 2707, effective March 2, 1982; amended at 6 Ill. Reg. 8159, effective July 1, 1982; amended at 6 Ill. Reg. 10208, effective August 9, 1982; amended at 6 Ill. Reg. 11921, effective September 21, 1982; amended at 6 Ill. Reg. 12318, effective October 1, 1982; amended at 6 Ill. Reg. 13754, effective November 1, 1982; amended at 7 Ill. Reg. 394, effective January 1, 1983; codified at 7 Ill. Reg. 5195; amended at 7 Ill. Reg. 5715, effective May 1, 1983; amended at 7 Ill. Reg. 8118, effective June 24, 1983; peremptory amendment at 7 Ill. Reg. 12899, effective October 1, 1983; amended at 7 Ill. Reg. 13655, effective October 4, 1983, peremptory amendment at 7 Ill. Reg. 16067, effective November 18, 1983; amended at 7 Ill. Reg. 16169, effective November 22, 1983; amended at 8 Ill. Reg. 5673, effective April 18, 1984; amended at 8 Ill. Reg. 7249, effective May 16, 1984; peremptory amendment at 8 Ill. Reg. 10086, effective July 1, 1984; amended at 8 Ill. Reg. 13284, effective September 14, 1984; amended (by adding section being codified with no substantive change) at 8 Ill. Reg. 17900, effective September 14, 1984; amended at 8 Ill. Reg. 17898; peremptory amendment at 8 Ill. Reg. 19690, effective October 1, 1984; peremptory amendment at 8 Ill. Reg. 22145, effective November 1, 1984; amended at 9 Ill. Reg. 302, effective January 1, 1985; amended at 9 Ill. Reg. 6804, effective May 1, 1985; amended at 9 Ill. Reg. 8665, effective May 29, 1985; peremptory amendment at 9 Ill. Reg. 8898, effective July 1, 1985; amended at 9 Ill. Reg. 11334, effective July 8, 1985; amended at 9 Ill. Reg. 14334, effective September 6, 1985; peremptory amendment at 9 Ill. Reg. 15582, effective October 1, 1985; amended at 9 Ill. Reg. 16889, effective October 16, 1985; amended at 9 Ill. Reg. 19726, effective December 9, 1985; amended at 10 Ill. Reg. 229, effective

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NOTICE OF EMERGENCY AMENDMENT

NOTE: CAPITALIZATION DENOTES STATUTORY LANGUAGE.

SUBPART D: ELIGIBILITY STANDARDS

Section 121.63 Deductions From Monthly Income
EMERGENCY

The following deductions shall be allowed in the determination of the adjusted net monthly food stamp income:

a) Earned Income Deduction

Eighty percent of total gross earned income is considered. (See 89 Ill. Adm. Code 121.40 through 121.54 for a description of earned income.)

b) Standard Deduction

One hundred and twenty-two dollars (\$122.00) per household per month.

c) Dependent Care Deduction

1) Payments for the care of a child or other dependent when necessary for a household member to accept or continue employment or to seek employment in compliance with the job search criteria (contained in 89 Ill. Adm. Code 112.70 through 112.73) or to attend training or pursue education which is preparatory for employment.

2) The amount of the deduction is to be determined by the actual costs for care and is not to exceed \$160.00 per month for each dependent household member.

d) Shelter Costs Deduction

1) Shelter costs that exceed 50% of the household's total income after the allowable deductions in subsections (a), (b) and (c) have been made. The shelter deduction shall not exceed \$194.00.

2) If the household contains a member who is elderly or disabled as defined at 7 CFR 271.2 (1990) and Section 121.61 "Gross Monthly Income Eligibility Standards", there is no limit on the amount of excess shelter deduction.

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NOTICE OF EMERGENCY AMENDMENT

December 20, 1985; peremptory amendment at 10 Ill. Reg. 7387, effective April 21, 1986; peremptory amendment at 10 Ill. Reg. 7941, effective May 1, 1986; amended at 10 Ill. Reg. 14692, effective August 29, 1986; peremptory amendment at 10 Ill. Reg. 15714, effective October 1, 1986; Sections 121.200 thru 121.208 recodified to 89 Ill. Adm. Code 165 at 10 Ill. Reg. 21094; peremptory amendment at 11 Ill. Reg. 3761, effective February 11, 1987; emergency amendment at 11 Ill. Reg. 3754, effective February 13, 1987, for a maximum of 150 days; emergency amendment at 11 Ill. Reg. 9968, effective May 15, 1987, for a maximum of 150 days; amended at 11 Ill. Reg. 10269, effective May 22, 1987; amended at 11 Ill. Reg. 10621, effective May 25, 1987; peremptory amendment at 11 Ill. Reg. 11391, effective July 1, 1987; peremptory amendment at 11 Ill. Reg. 11855, effective June 30, 1987; emergency amendment at 11 Ill. Reg. 12043, effective July 6, 1987; amended at 11 Ill. Reg. 13635, effective August 1, 1987; amended at 11 Ill. Reg. 14022, effective August 10, 1987; emergency amendment at 11 Ill. Reg. 15261, effective September 1, 1987, for a maximum of 150 days; amended at 11 Ill. Reg. 15480, effective September 4, 1987; amended at 11 Ill. Reg. 15634, effective September 11, 1987; amended at 11 Ill. Reg. 18218, effective October 30, 1987; peremptory amendment at 11 Ill. Reg. 18374, effective October 30, 1987; amended at 12 Ill. Reg. 877, effective December 30, 1987; emergency amendment at 12 Ill. Reg. 1941, effective December 31, 1987, for a maximum of 150 days; amended at 12 Ill. Reg. 4204, effective February 5, 1988; amended at 12 Ill. Reg. 9678, effective May 23, 1988; amended at 12 Ill. Reg. 9922, effective June 1, 1988; amended at 12 Ill. Reg. 11463, effective June 30, 1988; amended at 12 Ill. Reg. 12824, effective July 22, 1988; emergency amendment at 12 Ill. Reg. 14045, effective August 19, 1988, for a maximum of 150 days; peremptory amendment at 12 Ill. Reg. 15704, effective October 1, 1988; peremptory amendment at 12 Ill. Reg. 16271, effective October 1, 1988, amended at 12 Ill. Reg. 20161, effective November 30, 1988; amended at 13 Ill. Reg. 3890, effective March 10, 1989; amended at 13 Ill. Reg. 13619, effective August 14, 1989; peremptory amendment at 13 Ill. Reg. 15859, effective October 1, 1989; amended at 14 Ill. Reg. 729, effective January 1, 1990; amended at 14 Ill. Reg. 6349, effective April 13, 1990; amended at 14 Ill. Reg. 13202, effective August 6, 1990; peremptory amendment at 14 Ill. Reg. 15158, effective October 1, 1990; amended at 14 Ill. Reg. 16983, effective September 30, 1990; amended at 15 Ill. Reg. 11150, effective July 22, 1991; amended at 15 Ill. Reg. 11957, effective August 12, 1991; peremptory amendment at 15 Ill. Reg. 14134, effective October 1, 1991; emergency amendment at 16 Ill. Reg. 757, effective January 1, 1992, for a maximum of 150 days.

DEPARTMENT OF PUBLIC AID

NOTICE OF EMERGENCY AMENDMENT

Section 121.63
EMERGENCY

Deductions From Monthly Income (Cont'd)

- 3) Shelter costs include only the following:
- A) Continuing charges for the shelter occupied by the household (rent, mortgage, and other charges leading to the ownership of the shelter, including interest on such charges).
 - B) Property taxes, State and local assessments and insurance on the structure itself.
 - C) Utility Costs
 - i) Include the cost of heating and cooking fuel, air conditioning, electricity, water, sewerage, garbage and trash collection fees; basic service fee for one telephone (including tax on the basic fee) of \$18.00-\$27.00; and fees charged by the utility provider for initial installation. Utility deposits are not utility costs.
 - ii) Those households which are billed for heating or air conditioning, or both, separately from their rent or mortgage may claim the standard utility allowance of \$18.00-\$27.00. Households living in rental housing who are billed on a regular basis by a landlord for heating and/or air conditioning costs may use the standard utility allowance if utility usage is determined through a meter or otherwise is verifiable or if the charge for heating and/or air conditioning is separate and identifiable. If the standard utility allowance is used, then no other utility costs may be claimed. If actual utility costs exceed the standard utility allowance, then actual, verified costs may be claimed, except that if a separately-billed phone expense is claimed only the basic telephone allowance of \$18.00-\$27.00 per month is

DEPARTMENT OF PUBLIC AID

NOTICE OF EMERGENCY AMENDMENT

Section 121.63
EMERGENCY

Deductions From Monthly Income (Cont'd)

- allowed. The client that maintains the same residence may not switch between the standard utility allowance and actual utility costs for a period of twelve months from the time of initial certification and no more frequently than once every twelve (12) months thereafter.
- iii) However, during the heating or cooling season, a household that is billed less often than monthly for its heating and/or air conditioning costs but is otherwise eligible to use the standard utility allowance may continue to use the standard utility allowance between billing months.
 - iv) Households in public housing or privately owned rental units which receive a bill for over-usage are not entitled to use the standard utility allowance. When households (as defined at 7 CFR 273.1(a)(1990) live together, the standard utility allowance shall be divided equally among the households which contribute toward the utility costs whether or not each household participates in the program.
 - v) Households whose heat and/or air conditioning expense is covered by indirect energy assistance payments (Illinois Home Energy Assistance Program [47 Ill. Adm. Code 100]) shall be entitled to the standard utility allowance (7 CFR 273.9 and 273.10(d)(6) [1990]). The provisions of subsection (ii) above, are applicable to households whose heating and/or air conditioning expense(s) are covered by indirect energy assistance payments.
- D) Those households which are not billed separately for either heat or air conditioning are not entitled to claim the

DEPARTMENT OF PUBLIC AID
NOTICE OF EMERGENCY AMENDMENT
NOTICE OF PUBLIC HEARING ON PROPOSED RULES

Section 121.63
EMERGENCY

Deductions From Monthly Income (Cont'd)

standard utility allowance but may claim the actual utility amounts for which they are billed separately, subject to the \$18.00-\$27.00 per month limitation for telephone expense.

- 4) Shelter Costs for a home temporarily unoccupied by the household because of employment or training away from home, illness or abandonment caused by a natural disaster or casualty loss, if the household intends to return to the home; the current occupants of the home, if any, are not claiming the shelter costs for food stamp purposes; and the home is not leased or rented during the absence of the household.
- 5) Charges for Repair of the home which was damaged or destroyed due to a natural disaster. Shelter costs shall not include repair charges which have been or will be reimbursed by private or public relief agencies, insurance companies or any other source.

e) Excess Medical Deductions

A deduction for excess medical expenses for households which contain an elderly or disabled member as defined at 7 CFR 271.2 (1990) and Section 121.6) "Gross Monthly Income Eligibility Standards". The medical expenses incurred by the qualifying household member which are over \$35 will be deducted if the expenses will not be reimbursed by insurance or a third party.

(Source: Emergency amendment at 16 Ill. Reg. 757, effective January 1, 1992, for a maximum of 150 days)

- 1) Heading of the Part: Infertility Coverage
- 2) Code Citation: 50 Ill. Adm. 2015
- 3) Register Citation to Notice of Proposed Rules:

The Department has not yet proposed this Part at First Notice. We are inviting the public to comment on the implementation of new Section 356m of the Illinois Insurance Code, "Infertility Coverage," added by P.A. 87-681, effective January 1, 1992, either through the submission of written comments or through oral testimony at a public hearing. Issues to be addressed include appropriate definition of terms and appropriate limitations on infertility coverage.

- 4) Date, Time and Location of Public Hearing:

If a request to present oral comments is received by January 31, 1992, the hearing will be held on February 5, 1992 beginning at 9:00 a.m. in the State of Illinois Center, 100 W. Randolph St., Chicago, Illinois 60601. Room location of the hearing will be posted at the Offices of the Department of Insurance on the 15th floor of the State of Illinois Center in Chicago.

- 5) Other Pertinent Information:

Anyone desiring to present oral comments at a public hearing must inform the Department in writing of their desire to present oral comments no later than January 31, 1992. If no requests to present oral comments are submitted, the public hearing will proceed upon written comments only. Anyone desiring to submit written comments must do so no later than February 5, 1992. All requests to present oral comments and all written comments shall be to:

Department of Insurance
Kirk H. Petersen
320 West Washington Street
4th Floor
Springfield, Illinois 62767

JOINT COMMITTEE ON ADMINISTRATIVE RULES
ILLINOIS GENERAL ASSEMBLY

SECOND NOTICES RECEIVED

The following second notices were received by the Joint Committee on Administrative Rules during the period of December 26, 1991 through December 31, 1991, and have been scheduled for review by the Committee at its February meeting. Other items not contained in this published list may also be considered by the Committee at its February meeting. Members of the public wishing to express their views with respect to a rule should submit written comments to the Committee at the following address: Joint Committee on Administrative Rules, 509 South Sixth Street, Room 500, Springfield, IL 62701.

Second Notice Expires	Agency and Rule	Start of First Notice	JCAR Meeting
2/7/92	Illinois Commerce Commission, Cellular Radio Exclusion (83 Ill. Adm. Code 760)	10/11/91 15 Ill. Reg. 14340	2/92
2/10/92	Department of Revenue, Coin - Operated Amusement Device Tax (86 Ill. Adm. Code 460)	10/25/91 15 Ill. Reg. 15417	2/92
2/10/92	Department of Professional Regulation, Illinois Architecture Act (68 Ill. Adm. Code 1150)	2/15/91 15 Ill. Reg. 2492	2/92
2/10/92	Environmental Protection Agency, General Conditions of State of Illinois Grants for Sewage Treatment Works Under the Anti-Pollution Bond Act of 1970 (35 Ill. Adm. Code 360)	10/25/91 15 Ill. Reg. 15202	2/92
2/13/92	Department of Employment Security, Notices, Records, Reports (56 Ill. Adm. Code 2760)	9/27/91 15 Ill. Reg. 14023	2/92
2/13/92	Department of Commerce and Community Affairs, Employment and Training Assistance for Dislocated Workers, Repeal of (56 Ill. Adm. Code 2620)	9/8/91 15 Ill. Reg. 12964	2/92

PROCLAMATION

91-592

DONALD H. SCHLOSSER RECOGNIZED

Whereas, Donald H. Schlosser, a graduate of the University of Illinois and Marquette University, has enjoyed a distinguished 31-year career in the communications field. He has served as an English and journalism teacher and director of development at Ursuline College, advertising and production manager for the International Order of the Golden Rule and S.P. Wright Advertising, and news writer and announcer for various radio and television stations; and

Whereas, for the past 26 years, he has devoted his managerial, writing, and editorial skills to improving communications in state government. His professionalism, dedication, demand for accuracy, and attention to detail have earned him the respect of his colleagues; and

Whereas, Donald has served as chief of communications for the Illinois Department of Children and Family Services and as bureau manager for the Illinois Information Service (IIS); a division of the Illinois Department of Central Management Services; and

Whereas, under Donald's direction, IIS has made a number of significant achievements, including initiating and utilizing the new satellite uplink at the Communications Center, converting the IIS radio feed to an automated 800-number system, and creating master contracts for presorting U.S. mail, all of which have proven to be money-saving, technology-advancing measures; and

Whereas, Donald will retire from his position at IIS December 31, 1991, to accept the position of executive director for the Illinois chapter of the National Committee for the Prevention of Child Abuse;

Therefore, I, Jim Edgar, Governor of the State of Illinois, recognize DONALD H. SCHLOSSER for the dedication he has shown in improving and maintaining the quality of communications for state agencies. I extend best wishes to Donald on his future endeavors.

Issued by the Governor December 20, 1991.

Filed with the Secretary of State December 30, 1991.

91-593

BRIAN STOCKER WISHED SUCCESS

Whereas, Brian Stocker has been a photographer with the Illinois Information Service for nearly four years, providing exemplary service to the Governor, other constitutional officers, legislators, and state agencies; and

Whereas, he has played an invaluable role in state government news coverage and educational, informational, and promotional campaigns through his photography and marketing expertise, leaving his mark of flair and exuberance on each piece of work; and

Whereas, his adept photography skills, creativity, energy, cooperation, professionalism, and dedication have earned Brian the respect and admiration of clients, fellow photographers, and coworkers; and

Whereas, Brian's tenure with the State of Illinois will come to an end December 31, 1991, when he joins his family's long-time successful manufacturing firm in Brookfield;

Therefore, I, Jim Edgar, Governor of the State of Illinois, express deep appreciation to BRIAN STOCKER for his years of government service and wish him success in his new endeavors.

Issued by the Governor December 23, 1991.

Filed with the Secretary of State December 30, 1991.

91-594

BLACK DATA PROCESSING ASSOCIATES DAY

Whereas, the Black Data Processing Associates (BDPA) is a national not-for-profit organization of professionals within the information technology industry; and

Whereas, BDPA has 39 chapters across the nation, and its Chicago chapter is the second largest; and

Whereas, BDPA assists minority students in entering career paths associated with the information technology industry; and

Whereas, BDPA sponsors programs directed at the education of our young people, including a city-wide high school computer competition and 14-week high school summer training camp; and

Whereas, the BDPA will host an awards banquet to recognize the contributions of its members, supporters, and sponsors January 25, 1991, at the Westin Hotel in Chicago;

Therefore, I, Jim Edgar, Governor of the State of Illinois, proclaim January 25, 1992, as BLACK DATA PROCESSING ASSOCIATES DAY in Illinois.

Issued by the Governor December 26, 1991.

Filed with the Secretary of State December 30, 1991.

91-595

BLOOD DONOR AWARENESS MONTH

Whereas, blood donations are needed daily for patients suffering from cancer, leukemia, severe anemia, joint replacements, and heart disease, as well as for people having organ transplants and for use in emergency rooms around the state; and

Whereas, an adequate supply of every blood type needs to be available at all times to meet the needs of patients in communities throughout our state; and

Whereas, giving blood is a safe, normal, and healthy activity that helps save lives; and

Whereas, Blood Donor Awareness Month has been established to encourage healthy citizens to join the ranks of blood donors.

This observation comes during the season when blood supplies are typically short; and

Whereas, special recognition should be given to the silent heroes who continue to donate blood to unselfishly help save lives;

Therefore, I, Jim Edgar, Governor of the State of Illinois, proclaim January 1992 as BLOOD DONOR AWARENESS MONTH in Illinois and strongly urge citizens to recognize the importance of donating blood.

Issued by the Governor December 26, 1991.

Filed with the Secretary of State December 30, 1991.

91-596

217TH ENGINEERING INSTALLATION SQUADRON
ANNIVERSARY MONTH

Whereas, for 50 years, the 217th Engineering Installation Squadron (EIS) of the Illinois Air National Guard has provided the U.S. Air Force with fully trained, operationally ready combat Engineering Installation Teams; and

Whereas, under the training of the 217th EIS, these teams are prepared to engineer, install, remove, relocate, reconstitute, restore, and maintain communications-electronics-meteorological equipment at any location tasked by higher headquarters; and

Whereas, the 217th EIS has been recognized five times as a United States Air Force outstanding unit; and

Whereas, the unit has twice been awarded the National Guard Association of the United States "Mission Support Plaque"; and

Whereas, the 217th EIS has received accolades from numerous other military, governmental, and civic entities for outstanding support; and

Whereas, the personnel of the 217th EIS have demonstrated outstanding professionalism through their conduct; and

Whereas, the 217th EIS has performed worldwide duty over the past 50 years;

Therefore, I, Jim Edgar, Governor of the State of Illinois, proclaim February 1992 as 217th ENGINEERING INSTALLATION SQUADRON ANNIVERSARY MONTH in Illinois.

Issued by the Governor December 26, 1991.

Filed with the Secretary of State December 30, 1991.

91-597

KIWANIS WEEK

Whereas, Kiwanis International, a community service organization with 324,000 members and 8,788 clubs, raised \$65 million in cash and donated more than 22 million volunteer hours in 77 nations and geographic areas; and

Whereas, the concept and principle Kiwanis represents is symbolized by the slogan, "We Build"; and

Whereas, on January 21, 1992, Kiwanians in Illinois and everywhere will celebrate the organization's 77th anniversary; and

Whereas, there are 11,371 members of Kiwanis International and 304 Kiwanis clubs in Illinois; and

Whereas, it is fitting that the members of this worthwhile organization be recognized for the outstanding service they provide communities in the State of Illinois and elsewhere around the world;

Therefore, I, Jim Edgar, Governor of the State of Illinois, proclaim January 19-25, 1992, as KIWANIS WEEK in Illinois, in recognition of the outstanding service Kiwanis members provide to communities in our state and our world.

Issued by the Governor December 26, 1991.

Filed with the Secretary of State December 30, 1991.

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ACTION CODES ICAR - Joint Committee on Administrative Rules

A - Adopted Rule
AR - Adopted Repealer
C - Notice of Corrections
CC - Codification Changes
E - Emergency Rule
ER - Emergency Repealer
M - Modification to meet ICAR objections
O - ICAR Statement of Objections

P - Proposed Rule
PF - Prohibited Filing Ordered by JCAR
PP - Peremptory or Court ordered Rules
PR - Proposed Repealer
R - Refusal to meet JCAR objection
RC - Statement of Recommendation
S - Suspension ordered by JCAR
W - Withdrawal to meet JCAR objections

EXAMPLE:

AGRICULTURE, DEPARTMENT OF

8 Ill. Adm. Code 285 Ill. Grain Insurance Act (P-18048/85; A-6818)

TITLE PART ACTION CODE PAGE NUMBER PREVIOUS VOLUME PAGE NUMBER ACTION CODE

ALL RULES ARE LISTED BY PART NUMBER AND HEADING ONLY. (FOR ACTION ON SPECIFIC SECTIONS, PLEASE REFER TO THE SECTIONS AFFECTED INDEX.) IF THERE ARE ANY QUESTIONS, PLEASE CONTACT THE ADMINISTRATIVE CODE DIVISION AT (217) 782-9786.

CENTRAL MANAGEMENT SERVICES, DEPARTMENT OF

80 Ill. Adm. Code 303 Conditions of Employment (P-327)
 80 Ill. Adm. Code 304 General Provisions (P-334)
 80 Ill. Adm. Code 302 Merit & Fitness (P-336)
 80 Ill. Adm. Code 310 Pay Plan (P-342) (E-711)

COMMERCE AND COMMUNITY AFFAIRS, DEPARTMENT OF

14 Ill. Adm. Code 520 Enterprise Zone Program (P-9787/91; A-89)

CONSERVATION, DEPARTMENT OF

17 Ill. Adm. Code 590 Duck, Goose & Coot Hunting (P-14157/91; A-570)
 17 Ill. Adm. Code 1010 Ill. List of Endangered & Threatened Fauna (P-13594/91; A-103)
 17 Ill. Adm. Code 880 Taking of Reptiles & Amphibians, The (P-13609/91; A-109)

EDUCATION, STATE BOARD OF

23 Ill. Adm. Code 235 Preschool Educational & Coordinated Model Preschool Educational Programs (P-439)

EMPLOYMENT SECURITY, DEPARTMENT OF

56 Ill. Adm. Code 2725 Administrative Hearings & Appeals (P-13252/91; A-113)
 56 Ill. Adm. Code 2770 Determination of Unemployment Contributions (P-13257/91; A-118)

INSURANCE, DEPARTMENT OF

50 Ill. Adm. Code 3119 Pre-Licensing & Continuing Education (P-11055/91; A-126)

LABOR, DEPARTMENT OF

56 Ill. Adm. Code 350 Health & Safety (P-1)

LOCAL GOVERNMENTAL LAW ENFORCEMENT OFFICERS TRAINING BOARD

20 Ill. Adm. Code 1720 Ill. Police Training Act (E-727)

MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES, DEPARTMENT OF

59 Ill. Adm. Code 132 Medicaid Community Mental Health Services Program (P-7) (E-211)

MOTOR VEHICLE THEFT PREVENTION COUNCIL

20 Ill. Adm. Code 1810 Rules for the Award & Monitoring of Trust Funds (P-469) (E-732)
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PROCLAMATIONS

- 91-590 Top Ladies of Distinction Day
- 91-591 Glenbrook North Marching Band Day
- 91-592 Donald H. Schlosser Recognized
- 91-593 Brian Stocker Wished Success
- 91-594 Black Data Processing Associates Day
- 91-595 Blood Donor Awareness Month
- 91-596 217th Engineering Installation Squadron Anniversary Month
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The Sections Affected Index lists, by Title, each Section of a codified Part on which rulemaking activity has occurred in this volume of the Register and is divided into two parts: the first lists the Sections on which rulemaking activity occurred in the previous issues of this volume year; the second lists the Sections on which rulemaking activity occurred in this issue of the Register. (The headings at the top of each page indicate the two parts: the first part shows the previous issue numbers inclusively and the date of the last published issue; the second lists the current issue number and date.) The columns in both parts indicate the type of rulemaking activity and the action taken along with the page number on which the first page of the notice of rulemaking activity appeared. If a Section on which action is being taken in the current volume (calendar year) of the Register was proposed in a previous volume, the last two digits of the previous volume's year appear immediately after the page number separated by a slash. (e.g. 1 Ill. Adm. Code 100.280 was proposed last year and adopted this year. The action entry reads: (P-8577/89; A-724) The codes for both columns are listed below. For a complete listing of the Titles of the Illinois Administrative Code, please refer to 1 Ill. Adm. Code 100.140 or contact the Administrative Code Division.

TYPE OF RULEMAKING		ACTION CODES	
am	= amendment to existing Section	A	= Adopted rule
cc	= codification changes	C	= Correction
n	= new Section	CC	= Codification Changes
r	= repeal of existing Section	E	= Emergency rule
rc	= reclassified	F	= Failure to Remedy Objections
#	= renumbered	M	= Modification
		O	= ICAR Objection
		P	= Proposed rule
		PF	= Prohibited Filing
		PP	= Peremptory rule
		R	= Refusal to Modify or Withdraw
		RC	= ICAR Recommendation
		S	= Suspended rule
		W	= Withdrawal of Proposed rule

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	520.930	am	(P-89)	235.20	n	(P-439)	310.Tb. I	(P-342)
	520.930	am	(P-89)	235.30	n	(P-439)	310.Tb. J	(P-342)
	520.1100	n	(P-89)	235.40	n	(P-439)	310.Tb. K	(P-342)
	520.1110	n	(P-89)	235.45	n	(P-439)	310.Tb. O	(P-342)
	520.1120	n	(P-89)	235.50	n	(P-439)	310.Tb. P	(P-342)
	520.1130	n	(P-89)	235.60	n	(P-439)	310.Tb. Q	(P-342)
	520.1140	n	(P-89)	235.100	n	(P-439)	310.Tb. R	(P-342)
				235.110	n	(P-439)	310.Tb. S	(P-342)
				235.120	n	(P-439)	310.Tb. W	(P-342)
TITLE 17	590.10	am	(P-14157/91; A-570)	235.130	n	(P-439)	310.Tb. X	(P-342)
	590.20	am	(P-14157/91; A-570)	235.135	n	(P-439)	310.Tb. Y	(P-342)
	590.60	am	(P-14157/91; A-570)	235.140	n	(P-439)	310.Tb. Z	(P-342)
				235.145	n			
				235.150	n			

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510.10	am	(P-69)
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510.30	am	(P-69)
510.40	am	(P-69)
510.70	am	(P-69)
510.80	am	(P-69)
510.90	am	(P-69)
510.100	am	(P-69)
510.110	am	(P-69)

TITLE 92
 708.70 am (P-8193/91; A-194)

TITLE 95

116.40	am	(P-558)
121.20	n	(P-561)
121.30	n	(P-561)
121.40	n	(P-561)
121.50	n	(P-561)
121.60	n	(P-561)
121.70	n	(P-561)
121.80	n	(P-561)
121.90	n	(P-561)
121.100	n	(P-561)
121.110	n	(P-561)
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121.160	n	(P-561)
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